

LOYOLA



1989 - 91



LOYOLA • UNIVERSITY • BULLETIN
1989 - 91 • GRADUATE • STUDIES

LOYOLA
NEW ORLEANS

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LOYOLA UNIVERSITY BULLETIN

Vol. LXXV, No. 2 August 1989

Loyola University, New Orleans, La. 70118-
6195

LOYOLA UNIVERSITY

**in New Orleans is a Catholic
institution that revolves
around the Jesuit tradition of
contributing to the liberal
education of the whole person.**

The university searches for those students
who are not satisfied with the ordinary,
but who thrive on
CHALLENGE.

Our purpose is to provide quality education
for a select group of students.

Loyola University is a Jesuit university founded by the Society of Jesus and chartered on April 15, 1912 with ownership vested in the Loyola community of Jesuit fathers. The university was authorized to grant degrees by The General Assembly of Louisiana for the year 1912.

Today, *Loyola University*, New Orleans still operates under its founding purpose of offering a liberal arts education to all who seek knowledge and truth.

Loyola University is accredited by the Southern Association of Colleges and Schools, the major accrediting agency for higher education in this area.

All educational programs and activities are open to all qualified persons without regard to race, color, creed, national origin, or sex in the true spirit of Christian love and charity and the Jesuit commitment to social justice.

Loyola is a medium-size university with a total enrollment in Fall 1988 of nearly 4,952 students made up of approximately 3,599 undergraduates, 308 graduates and 737 law school students and 308 other students. Students attending the summer sessions number about 2,000.

The geographical diversification of Loyola's students is good. Nearly a quarter of the students permanently reside outside Louisiana and represent 45 states, the District of Columbia, Puerto Rico, and 49 foreign countries. Students also represent a wide range of social and economic backgrounds.

The campus is located in a residential area of New Orleans known as the University Section.

Fronting on tree-lined St. Charles Avenue where streetcars are the mode of public transportation, Loyola's main campus faces Audubon park directly across the avenue. The 19-acre campus is a collection of beautiful Tudor-Gothic buildings and modern architecture. Two blocks farther up St. Charles Avenue is the recently acquired four-acre Broadway Campus.

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GRADUATE PROGRAMS

BIOLOGICAL SCIENCES

Master of Science in Biological Sciences

BUSINESS ADMINISTRATION

Master of Business Administration

EDUCATION

Master of Education in Guidance and Counseling

Master of Education in Reading

Master of Education in Administration

Master of Education in Teaching (Elementary)

Master of Education in Teaching (Secondary)

GENERAL SCIENCE

Master of Science in Teaching General Science

MASS COMMUNICATIONS

Master of Arts in Communications

MATHEMATICS

Master of Science in Teaching

Mathematics

Computer Science

Computer Information Processing

MUSIC

Master of Music

Master of Music Education

Master of Music Therapy

RELIGIOUS EDUCATION AND PASTORAL STUDIES

Master of Religious Education

Master of Pastoral Studies

RELIGIOUS STUDIES

Master of Arts in Religious Studies

GOALS OF LOYOLA

The following statement represents many months of work by faculty, administrators and students at Loyola. It was mandated by the Council on Academic Planning, approved by the Standing Council for Academic Planning and approved in July 1971 by the Board of Trustees. Revisions proposed by the Standing Council for Academic Planning and approved by the Board of Trustees in July 1973, January 1977 and May 1983 are incorporated in this edition of the Goals Statement

LOYOLA UNIVERSITY IS A CATHOLIC INSTITUTION

Loyola, as a Jesuit university, is committed to the belief that Christianity presents a world view which is meaningful in any age. Although the message of Christianity is not wedded to any given philosophy, science, art, or politics, it is still not compatible with every point of view.

The person is central in a Catholic university. Its task is to equip its students to know themselves, their world, their potential, and their Creator. To perform this function properly, it must strive to be one academic community composed of administrators, faculty, and students, both laypersons and clerics. This community must be composed in a manner fitting to our pluralistic society and ecumenical age. It can, therefore, be made up of many whose modes of commitment to university aims differ: of those who have dedicated their lives to the Christian faith commitment, of those who live non-Christian faith commitments, and of some who live no formal faith commitment at all. Religious and non-religious, Christian and non-Christian, all will dedicate themselves to the mission of this Catholic university, each in his or her own way. All will cooperate in the search for truth, either by exploring the inner dynamism of Christianity and its implications for the present or by provoking the quest for truth in others. All are bound together by a common search for knowledge. All are dedicated to the discovery and promulgation of truth.

The community in quest of truth has a reverence for creation, not only the creations of God and the creations of people, but for life itself as a fountain of creativity. Reverence for creation fosters universal concern and dedication. All who are concerned for and dedicated to the truth are welcome in the Loyola community. Only those who condemn the commitments of those who seek the truth will not find a home here.

The Catholic university must foster among its students, its faculty, and the larger community a critical sense. To think critically one must have a place to stand. Criticism must be based upon agreement on basic values and principles. Without this there can be no meaningful disagreement. Loyola stands on its Catholic commitment. This commitment is not the end of a search, but the beginning of an inquiry into other traditions, other regions, other religions. Loyola seeks to hand down a heritage even as it learns and teaches methods of thinking which will revivify the heritage and breach new frontiers of knowledge.

Because Loyola is committed to the Christian tradition, it should support excellence in theological instruction and scholarship as well as recognize the pre-

eminent place of theology among the disciplines of higher learning. Catholic teaching should be presented in some structured way to aid the student to form her or his own world view.

Rapid change is a feature of contemporary life. Education should equip students to meet the rapid developments they will encounter and should enable them to make sound judgments as values undergo constant scrutiny. It is the tradition of the Society of Jesus to discern what is good and true in the movements of history. Loyola pledges itself to educate its students to meet change with equanimity, good judgment, and constructive leadership. Innovations in the direction of a more Christian and just structure for society are expected of the Loyola University community, its alumni, and its friends.

Loyola is committed to a serious examination of those conscious and unconscious assumptions of contemporary American civilization that tend to perpetuate societal inequities and institutional injustices. In this endeavor it is particularly concerned with those prevalent economic, judicial, and educational attitudes which are inconsistent with the social teachings of the Church.

LOYOLA CONCENTRATES ON LIBERAL EDUCATION

Loyola intends to achieve its goal of integrating the vision of faith with the remainder of human knowledge by concentrating on the liberal education of its students. While Loyola emphasizes studies in the liberal arts it is also committed to professional study. Liberal studies assist a student to broaden and deepen convictions; professional studies assist a student to actualize convictions. Planning and efforts, therefore, are to be centered on the achievement of excellence in liberal and professional education.

Loyola is aware of the need for innovation in undergraduate education. Because of its size and independent status, Loyola is in a unique position to explore new programs and approaches in education. Loyola should experiment with the full realization that lack of change often implies more risk than change itself.

Loyola's spiritual and material resources will be dedicated to the support of graduate programs if they fulfill one or both of the following criteria: (a) they are necessary for strengthening undergraduate programs; (b) they fulfill serious community needs.

LOYOLA RECOGNIZED ITS COMMUNITY RESPONSIBILITIES

Loyola looks forward to its place in the community of the future. The American university of the future will be more involved in community service than the university of earlier decades. Loyola stands ready to do whatever is in its power as an independent Catholic university to solve the problems of American society today.

Loyola should make a serious effort to probe and uncover the latent unity of the Southern people so that together they may build a richer future for their children. Loyola should make conscious efforts to prepare the educationally underprivileged for college life and to make a college education available to them. In particular, Loyola recognizes its obligation to provide such educational opportunities to the Black community, which historically has been deprived of this advantage.

Within the limits of available resources, institutes and programs will be created, developed, or discontinued as the need arises under the scrutiny of the Standing Council for Academic Planning. Among present programs are those that serve high school students and teachers, the educationally and economically disadvantaged, nurses, law enforcement agencies, and labor.

LOYOLA IS A COMMUNITY OF SCHOLARS

Loyola aims at developing and maintaining a distinctive community of scholars. The bond of this community is the desire of teachers and students to reach academic excellence in their pursuit, not of knowledge alone, but of truth and Christian wisdom. In such a community, students and faculty are in contact with centuries of accumulated wisdom and should be active in shaping this wisdom for a new day. By reason of their formative life within this community, they should be conscious of the achievements and failures of all of human history, particularly those of their own culture and time. As a result, they should be capable of principled judgment in the face of complexity and ambiguity, and humanely moved or divinely inspired to leave behind them a better world than they found.

Such a mission will best be accomplished in our day by a community drawn from many religious, ethnic, and cultural backgrounds, and through firm, vigorous, and dynamic programs in the arts, humanities, sciences, and law. It can be accomplished especially well by programs of studies which cross traditional disciplinary lines. Faculty and students are encouraged to collaborate in the formation of interdisciplinary curricula and programs.

The University's libraries comprise an essential component in the development of a community of scholars. The expansion and improvement of library resources are major objectives of the University. Therefore, Loyola should continue to participate in cooperative efforts among universities designed to reduce unnecessary duplication of library resources and to experiment with innovations such as information retrieval technology.

In sum, Loyola wishes to assist each person in becoming more aware of the problems of society and of his or her ability to correct these problems. Such a person would have a firm moral conviction to live up to his or her obligations to himself or herself, to community, and to God.

THE FUTURE OF THE UNIVERSITY

Loyola is potentially strong in three areas that are in some significant way unique: communications, music, and religion. By achieving excellence in these unique areas and sustaining its strong undergraduate departments, Loyola will be a significant force in higher education.

The University should aim at a gradual and studied increase in size of the student body consistent with maintaining quality programs, close student-faculty contact, and maximum use of existing resources.

Loyola should increase and make more effective its ties with other colleges and universities in the New Orleans area. The New Orleans Consortium is a good example of how such effective bonds can be forged.

There is an obvious relationship between certain fields of study and the institutions and social movements of the modern city, state, and nation. A portion of studies such as business and the social or behavioral sciences should be done off-campus with students examining and working in institutions and agencies actually practicing in these fields. Such study can be an academic activity. It should be undertaken as part of regular academic programs because it is directly related to the subjects for which Loyola takes educational responsibility.

PRIORITIES INVOLVING PLANNING

One of the principal responsibilities of the Standing Council for Academic Planning (SCAP) is to direct an orderly and systematic planning sequence that will ensure that Loyola is prepared for the future. To fulfill this role, SCAP must carefully

examine not only all the elements of any new programs but also assess the viability and quality of existing programs. Economic constraints, educational and professional needs, and community expectations are necessary considerations in all recommendations.

As an additional responsibility, SCAP should be active in lending its support to the extension and development of the New Orleans Consortium so that fuller use of the combined resources of facilities, faculties, and staff may be made.

PRIORITIES INVOLVING STUDENTS

Loyola recognizes that value-oriented education must occur in the context of total human development, and is founded upon an appropriate integration of the religious and intellectual development of the student and the education of the whole person. Loyola students should be provided with a foundation of learning experiences which will enable them to develop further their personal values and life goals. For this reason, Loyola expects students to accept responsibility in determining policies, programs, and curricular requirements. The University involves students in the planning of their education and the shaping of their environment, and encourages student participation in the deliberations of faculty and administration.

Loyola is committed to the development of a culturally and educationally diverse student body and is pledged to represent this diversity in all programs and services which affect student life. One of Loyola's greatest assets is a student body which reflects the cultural diversity of metropolitan New Orleans. Loyola will make every effort to attract a sizable percentage of students from outside of Louisiana and the Deep South to increase the cultural, intellectual, and demographic diversity of the student body. Special efforts will be made to encourage students to share their differing cultural perspectives in contributing to the campus community and its programs. In order to ensure this diversity and balance in the student body, and maintain the quality of admitted students, the Admissions Office will continue a careful evaluation of every applicant. Based upon this commitment to diversify the student body, Loyola balances ability and need in making its financial awards.

In keeping with Loyola's commitment to educational excellence, it will continue to enrich the student population with outstanding students who will attract other good students and faculty and stimulate all to greater efforts. In support of this goal, special enrichment programs have been established and will be continued and strengthened. Loyola also maintains a strong commitment to the average and the underachieving student and provides programs to facilitate his or her adjustment to the academic environment.

The University recognizes the importance of providing programs to facilitate the integration of the new student into the university community and to encourage the development of harmonious relationships among the diverse elements of the student body. Loyola provides counseling at every level. Academic counseling should be systematically organized and supervised by the deans, and faculty members should recognize their counseling responsibilities. Personal counseling, growth opportunities, and support programs to help the student meet the normal problems associated with making the transition from one life stage to another are provided by the Counseling Center. By providing the leadership of professionally trained personnel, programs will continue to be established to facilitate students' continuing personal and social growth, develop the skills necessary to cope with academic demands, and aid in identifying and pursuing purposeful career goals and future aspirations. Personal and spiritual counseling should complement one another. Campus Ministry does play a special role in assisting students to adjust both to

university life and to understanding the full scope of a Loyola education. Programs which strengthen the student's social, cultural, and academic environment outside the classroom should be supported. Student activities and co-curricular programs which are educational and which prepare students for further leadership will be expanded. Such programs include student government and organizations, prayer groups, organized recreational activities, and the Loyola Community Action Program (LUCAP).

Loyola is cognizant that the student body increasingly includes senior citizens, career persons returning for further education, women preparing to re-enter previous careers, and other students in non-traditional programs. As part of the education at Loyola, it is important that these students be strongly encouraged to participate in campus life, and see the University as able to make a significant contribution to their lives outside regular classroom experiences. Facilities, programs, and services will be developed to support the active participation of such students utilizing professional staff, peer assistance, and community referral.

PRIORITIES INVOLVING FACULTY

A university is a community of teachers and learners. The knowledge and teaching ability of the faculty place it in a unique position of leadership. The faculty has primary responsibility for such fundamental areas as curriculum, subject matter, methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. The faculty sets requirements in courses, determines fulfillment of the requirements, and approves degree candidates for presentation to the President and Board of Trustees.¹

Within the framework of excellent liberal and professional education, faculty activities should be a studied balance among teaching, research, and community service. These goals can best be realized by a stable, financially secure, and professionally active faculty. Faculty participation in university governance reflects its concern with academic excellence through teaching, research, other scholarly activities, and the maintenance of an atmosphere of academic freedom and responsibility. It is expected that Loyola faculty will have active professional interests which will contribute to the vitality of its work in the classroom.

PRIORITIES INVOLVING CURRICULUM

The university curriculum provides the students, faculty, and administration with a common reference system for the pursuit of academic excellence and scholarship. Loyola is committed to a steady exploration in and experimentation with curriculum design. Curricular reform should be planned and conducted by faculty-student committees working in cooperation with the dean of their college.

So that each undergraduate can achieve a liberalizing education, the curriculum should ensure that instruction be given in the traditional areas of the humanities, sciences, and the fine arts, regardless of the major field of study. This common portion of the contribution reflects Loyola's commitment to participation in the Judeo-Christian intellectual tradition. To achieve this objective, the curriculum must convey a grasp of religious thought and philosophical discourse which frees from ignorance and from mindless conviction and commitment. Each degree program

¹1966 Statement on Government of Colleges and Universities, by the American Association of University Professors, American Council on Education, and the Association of Governing Boards of Universities and Colleges, from Appendix C, Loyola University Faculty Handbook, November 15, 1973.

must fulfill all University and college requirements but remain flexible enough to meet the changing needs of the field of study involved.

Differences in the educational objectives of the undergraduate colleges may result in variations in the extent of their participation in the common curriculum. However, the number of major courses required by each program should not be so great as to produce over-specialization of the student. Periodic reviews of the degree requirements should be conducted.

The development of a high degree of ability in expressing ideas both verbally and in writing should form an essential part of each student's education. Moreover, the student should be encouraged to develop a basic competence in those languages that best complement his or her own program of study. In keeping with this, Loyola should continue to explore innovations in instruction in both human and machine languages and encourage utilization of presently available technical aids including computer-assisted instruction. Loyola should also explore the possibility of greater inter-university cooperation and specialization in the areas of language, arts, and computer science.

Because of its intrinsic importance, education in the physical and life sciences has held an important place at Loyola. Loyola will continue to make every effort to inculcate scientific literacy in all of its students. Many patterns of thought in our time are grounded in the methods employed by the sciences. College students should be exposed to the disciplines of the natural sciences. Thus, Loyola will continue to devote sufficient resources to maintain its excellent program of service courses for undergraduates in other fields and will make every effort to recruit talented majors in these programs.

An ordered society needs men and women trained in the law and business administration. Loyola has produced and will continue to produce leaders in law, government, and business administration. Because Loyola is committed to the Christian tradition, it should provide the leaders of tomorrow with those values which strengthen our society.

Law and graduate students should be offered a liberalizing education, and their respective curricula should insure that instruction is given in the areas of ethics, professional responsibility and the humanistic concerns of their respective disciplines. Legal and graduate education at Loyola should also reflect Loyola's commitment to participation in the Judeo-Christian intellectual tradition.

The School of Law is committed not only to a theoretical and practical understanding of the law, but also to the highest ideals of social justice and professional responsibility. The Law School offers a comparative law approach to legal education through its complete common law and civil law programs. It is unique in the community in providing a legal education in the evening.

All Loyola disciplines should provide opportunities for study through seminars, honor courses, discussion courses, independent study, research projects, and courses designed by students. Loyola will continue its tradition of close student-faculty contact which has always constituted the basis of quality education.

LOYOLA CHARACTER AND COMMITMENT STATEMENT

The following statement represents many months of work by both Jesuit and lay faculty, staff and administrators at Loyola. It was written by the Task Force on Jesuit Identity and approved by the Board of Trustees in November 1980.

1. Loyola faces the years ahead with confidence. Relying on God's providence and assiduously practicing the virtue of discernment, we will plan for what lies ahead. Our society is marked by increasingly rapid change, growing complexity, and a burgeoning pluralism. These realities are not without their impact upon our community. Loyola is today a larger, more complex institution than it was thirty years ago. The student body and the faculty are more numerous and more pluralistic in their composition. Moreover, the proportion of Jesuits at Loyola has declined and may show further decline in the immediate future. It appears beneficial, therefore, that we take stock at this juncture and articulate, without diffidence or defensiveness, our self-understanding and our educational vision.
2. Our starting point as a community is our recognition and acceptance of the goodness of all God's creation and the ideal of human solidarity and community under God. Further, we acknowledge the Lordship of Jesus and affirm that God was in Christ reconciling the world to God. Around this central confession of faith we hope to shape our lives. It would be meaningless for Loyola to label itself Catholic and Jesuit were it not to center its self-understanding upon these truths. Though our world is broken and fragmented by evil, both personal and social, the enfleshment of God's Son as our brother grounds our hope for the eventual and ultimate victory of goodness and order. God in Christ has called us to choose freely and to follow in the footsteps of our Lord and to do what in us lies to nurture the Reign of God that is aborning in this world where divine and human activities intersect.
3. Motivated by the Christian vision of reality, Loyola undertakes its task as a Catholic institution of higher learning in the Jesuit tradition. Loyola's Jesuits have publicly stated that their "mission is essentially religious but specifically intellectual and educational in the broadest and deepest sense." In all phases of this academic endeavor the University community must strive to achieve the excellence that has come to be synonymous with the Jesuit tradition of learning. As a community of educators and scholars, Loyola's faculty and staff must be dedicated to excellence in teaching, in research, and in service to the larger community. The University must provide an environment conducive to growth of its faculty and staff and the development of scholarship and understanding of personal values that is so much a part of the Christian tradition. At the same time, concern for the student as a person is central to the Jesuit educational mission. Above all, Loyola will endeavor to develop in its students a love for truth, the critical intelligence to attain it, and the eloquence to articulate it. By word and example, Loyola will dedicate itself to educate our students in the Christian tradition, which we recognize as "not wedded to any given philosophy, science, art, or politics . . . [but] still not compatible with every point of view." (Loyola University Goals Statement)
4. While academic excellence and liberal education are the immediate goals of our University community, they cannot be, in view of our commitment as a Jesuit

University, the ultimate *raison d'être*. Academic excellence stands in the service of the full human development of persons as moral agents. In this regard, it would be well to recall the role of the Spiritual Exercises of Ignatius Loyola in the development of every Jesuit. After the Gospel, the Exercises are the wellspring of the Jesuit spirit. They endow Jesuit activity with a distinctive quality. Some understanding of the Exercises, therefore, is necessary to understand the ultimate aim of the Jesuit educational endeavor. The Exercises aim to enable a person, with God's help, to make a Christian choice in regard to the most significant truths and values of life. The choice may be a fundamental option or a conversion affecting the totality of one's existence. Again, it may simply issue from a periodic reassessment of priorities. Whatever the matter of choice may be, the decision-making process should be marked by certain characteristics. First, it ought to be disentangled from inordinate attachment, disordered affectivity. It must purge itself of bias, prejudice, and stereotypical thinking. Only so can it be genuinely free. Second, any significant option ought to be illuminated by human and divine wisdom. No pertinent light that comes to us from history, science, art or religious experience should be ignored. Third, significant choices must not remain merely notional. They must be woven into the texture of one's life; choice must incarnate itself in action. In the light of the Ignatian ideal, choices are to be made with a commitment to pursuing the greater good in any course of action. Capacity for truly human action is what Jesuit education hopes ultimately to achieve.

5. Because education at Loyola is person-centered and concerned ultimately with choice and action, the curriculum, spiritual life, and student life must on all levels and in all areas be concerned with values. Our goal is wisdom, not mere technical competence. In this regard it is well to recall that the Spiritual Exercises, as the Gospels before them, while world-affirming, condemn self-aggrandizement and promote service to others. Jesus, the man for others, is for us the archetype. Solicitude for others, not mere efficiency or mere bureaucratic convenience, must motivate us to a concern for all members of the University and to ever-widening circles of concern for our city, our state, our region, our nation, and our planet. Because of our human solidarity, a concern for one, even the least of his brothers or sisters, is a concern for all.
6. It is understandable then that in the face of our contemporary situation Jesuits the world over have recently determined that the best way to embody their commitment to the Gospel and the Ignatian Exercises is through the promotion of justice animated by faith. Accordingly, Loyola as a Jesuit university embraces the conclusion of the 32nd General Congregation of the Society of Jesus that Jesuit education must be a catalyst for needed social change, hence dedicated to fostering a just social order.
7. This commitment to social justice can be shared by all who are of good will, thus capable of enlisting the support of our entire community in all its ecumenical diversity and ideological pluralism. We must, therefore, in our policymaking, in our administration, in our entire curriculum, and in the totality of our campus life, strive to bring to life concern for justice to which our Jesuit and Christian heritage commit us. Further, we must challenge all assumptions in light of this commitment. Consequently, as an institution we must be person-centered, not merely bureaucratically efficient.
8. All members of the University community, regardless of their personal faith-commitment or value system, are urged to collaborate in the promotion, clarification, and pursuit of the objectives set forth in this statement. With full

respect for the complexities of a pluralistic culture, with wholehearted commitment to the ideals of religious and academic freedom, and with renewed dedication to the ecumenical spirit of Vatican II, Loyola University is open to any person who sincerely seeks for truth and value. Dialogue and debate concerning controversial issues, even religious ones, are not only tolerated but encouraged. Yet, it should be recognized that the University has an identity defined by its mission that relates to every aspect of institutional life. Deliberate derogation from or subversion of these objectives is incompatible with the University's mission, destructive of its identity, and disruptive of the University community well-being. The University community should make every effort to reconcile any member who finds himself or herself in conflict with these objectives.

9. More could be said about Loyola's identity. However, what has been said should suffice to spur reflection and dialogue. Loyola is a community given to the pursuit of excellence in teaching and scholarship, personal and spiritual development, and to the promotion of justice and faith in accordance with its nature as an institution of learning. One of the leading challenges to any university today, and especially to Loyola in view of its Jesuit and Catholic character, is to teach an ethic of selfless service and sharing that decisively breaks with the present obsession with joyless and insatiable consumption. Education at Loyola succeeds only to the extent that it leads our community to examine how faith relates to society's systemic injustice. Moreover, it fails if it does not demonstrate how faith can be coupled with love to move us to action in the pursuit of justice. Jesuit education, then, is the education of persons for others, persons who will seek to act justly, to love tenderly, and to walk reverently in the spirit of Jesus as the man for others.



LOYOLA

GRADUATE ADMISSION

*GRADUATE ADMISSIONS: Nan Massingill, M.ED. OFFICE: 270 Marquette
Director of Admissions*

Admission to graduate studies at Loyola University represents a selection based on the personal and academic records of the applicants. The appropriate graduate studies committee of the discipline involved examines the applicant's records for evidence of potential for graduate study.

Loyola's graduate program is devised to select students with strong potential for graduate study, intellectual achievement, and personal character, without reference to race, sex, or creed.

APPLICATION DEADLINES

Qualified applicants may enroll at the beginning of the fall, spring, or summer term.

August 1 for the fall term and January 5 for the spring term are the deadlines for admission as a degree-seeking student. Students may be admitted as nondegree or transient students after these dates. Nondegree and transient students are ineligible for certain types of state and federal aid.

ACADEMIC REQUIREMENTS

An applicant for admission must present as proof of his or her preparation for graduate study the following: transcripts attesting to a bachelor's degree, normally in a field appropriate to the graduate work, and at least two letters of recommendation by professionals in the field who can attest to the applicant's professional competence.

Admission to graduate studies allows the student to enroll in all graduate courses not restricted to degree candidates. A prospective student should examine the candidacy requirements for the appropriate degree very closely for requirements that must be met by each student. Please refer to the individual department regarding specific admission requirements.

DEFINITIONS FOR APPLICANTS

Educational Levels

UNDERGRADUATE — Students who have not received a bachelor's degree or any students who wish to pursue a second bachelor's degree.

GRADUATES — Students who have received a bachelor's degree and are not pursuing another bachelor's degree.

Classifications

DEGREE-SEEKING — Degree-seeking students are those students who qualify to pursue a specific graduate degree at Loyola University by the admission deadline.

NONDEGREE-SEEKING — Nondegree-seeking students are those students who wish to enroll at Loyola on a continuing basis but not pursue a degree program or who need to complete prerequisites required for degree-seeking status. Nondegree-seeking students may be admitted on the basis of two official transcripts from the last college attended. Admission to graduate studies as a nondegree-seeking

student allows one to enroll in all graduate courses not restricted to degree candidates. Admission to graduate studies in the College of Business is restricted to degree-seeking students.

TRANSIENTS — Students who plan to attend Loyola for only one semester or students who are unable to supply the necessary credentials by the admission deadline for degree or nondegree-seeking classifications. Transient students are admitted for one semester. In order to continue their enrollment in the next semester, transient students must apply as degree or nondegree-seeking students and submit those credentials required by the admissions committee. Transient students must provide, at a minimum, an unofficial college transcript indicating an award of a degree.

Admit Types

GRADUATE FRESHMEN — Students who will have received an undergraduate degree prior to the planned term of enrollment. All degree-seeking graduate freshmen are required to submit the application, non-refundable application fee, two official undergraduate college transcripts from each college attended, two letters of recommendation and the results of national tests if required for the specific graduate program.

GRADUATE TRANSFER STUDENTS — Students who have attended another college or university at the graduate level. Transfer applicants must submit the same credentials as freshmen and, in addition, two official transcripts from each graduate institution previously attended, whether or not credit was earned.

GRADUATE READMITS — Students who have previously enrolled at Loyola at the graduate level (does not include continuing education and noncredit courses). Readmits need only complete the application form if they have not attended another institution since their last enrollment at Loyola or less than two years has elapsed. Readmits who have not been enrolled for two years and who plan to seek a degree are required to resubmit full credentials.

Admission Actions

ADMITTED — The applicant is admitted to the graduate program for the term designated on the application.

CONDITIONALLY ADMITTED — The applicant is admitted, but on probation. The circumstances of the probation are stated in the letter of admission.

DEFERRED DECISION — The decision is deferred until additional information is collected on the applicant. The applicant will be informed of the information needed.

REJECTED — The applicant is not admitted to the graduate program. This action is taken after the applicant is considered for all other admission actions.

APPLICATION PROCESS

Decisions regarding admissions are made under a policy of rolling admissions. Notification of admission under this plan will be mailed as soon as possible after receipt of all necessary credentials. If admission is deferred, the applicant will be considered again when the requirements for consideration are met.

POLICIES AND REGULATIONS

Students are enrolled at Loyola in accordance with the policies and regulations defined in the university bulletins, the published schedules and *Student Handbook*. Readmitted students are subject to the policies in effect at the time of their readmission. The university reserves the right to clarify and change policy in the course of a student's enrollment.

All applicants and Loyola students are required to provide complete, correct and truthful information on all university applications, forms and correspondences. Administrative decisions and actions based on incomplete, incorrect, or false information are subject to immediate review and/or reversal. Applicants or students who provide such information are subject to corrective administrative and disciplinary proceedings including, but not limited to, dismissal from the university.

EXCLUSIONS

Students excluded by a university are ineligible for admission to Loyola depending on the exclusion regulations and recommendations of the excluding university.

EARLY ADMISSION

The programs of music education, music therapy, and education will admit, upon receipt of approved application for graduate studies, Loyola undergraduate students who meet all of the academic requirements for admission except a degree on a provisional basis provided they meet the following *additional* requirements: they must have a B average or better in their upper division major work; they must not lack more than six hours for their bachelor's degree. Such students may schedule a total of six hours of graduate work; their schedule in any one semester may not exceed 12 credit hours. The graduate courses will not count toward the undergraduate degree requirements.

INTERNATIONAL STUDENTS

International students who desire to enter Loyola must comply with the basic admission requirements established. In addition these applicants must satisfy all provisions of the Immigration Act. Students are expected to be proficient in English.

The applicant whose primary language is not English must show a proficiency in English adequate for graduate level study by scoring at least 500 (for undergraduate study) or 550 (for graduate study on the Test of English as a Foreign Language (TOEFL)). These scores are valid for two years from date of the test. Graduates of U.S. institutions may substitute the obtained degree in lieu of the TOEFL. For information on the Test of English as a Foreign Language (TOEFL), write directly to: Educational Testing Service, CN 6155 Princeton, New Jersey 08541-6155. Additional testing options may be requested through the Office of Admissions.

TRANSFER OF ACADEMIC CREDIT

Students who have earned academic credit at another accredited college or university may be allowed to transfer a maximum of six credit hours, with the approval of the departmental graduate studies committee and the Dean. Each degree program has certain restrictions concerning acceptance of courses completed at other institutions. Transfer of credits earned more than five years prior to enrollment will ordinarily not be considered.

DEGREE CANDIDACY

Degree candidacy is an intermediate status in the normal progress for a graduate degree. Each program has published its specific requirements for admission to candidacy in the appropriate section and should be carefully considered by the applicant prior to application for admission to begin graduate work.

Ordinarily students should expect to qualify for admission after they have completed at least 12 credit hours but no more than 15 credit hours of graduate work. Each student is responsible for completing the application for candidacy at the

proper time. The appropriate graduate studies committee will examine each application for candidacy both objectively with respect to courses and grades and subjectively with respect to the student's likelihood of being able to complete the degree requirements. When admitted to candidacy, the graduate studies committee will inform the student of the course and examination requirements remaining for the degree.

TERM FOR COMPLETION OF DEGREE REQUIREMENTS

Under all but extreme circumstances all course requirements for a graduate degree must be completed in a seven-year span. Exceptions to this regulation require approval of the appropriate graduate studies committee and the Dean.

TUITION, FEES, AND FINANCIAL AID

All regular students are assessed tuition and fees on a semester basis.

These fees and the tuition pay for only about 59 percent of the actual cost of operating Loyola for one year. The other 41 percent is made up with funds raised by the Annual Support Program from alumni, friends, faculty and staff, WWL-AM-FM-TV employees, foundations, corporations, a small university endowment, and the contributions of the Loyola Jesuit community.

Applicants for admission to Loyola and students who need assistance in paying for their education are encouraged to apply for financial aid.

TUITION AND FEES

Because of the uncertainty of the economy and budgetary projections, Loyola University reserves the right to change tuition, fees, or other charges printed herein. The rates for 1989-90 only are listed below.

TUITION

All Graduate Courses.....\$294.00 per credit hour

FEES

For Beginning Students

Application fee — graduate
(not refundable)..... 20.00

Acceptance deposit—full-time graduate
(applicable to tuition, 50 percent refundable
until July 1)

Campus residents (includes housing deposit)..... 200.00

Off campus 100.00

For All Students

University Center fee

Full-time (9 cr. hrs. or more)..... 60.00 per sem.

Part-time (8 cr. hrs. or less)..... 40.00 per sem.

Student Government Association fee

Full-time 10.00 per sem.

Part-time 5.00 per sem.

Yearbook fee

Full-time 5.00 fall sem.

Part-time 2.50 fall sem.

Contingent fees

Late registration..... 20.00

Late payment 100.00

Add/Drop a course 5.00 per course

Transcript 2.00¹

Student Health Insurance

¹If more than one transcript is requested at a given time, the cost for each additional transcript will be only \$1.00.

(cost varies)	286.00 per year
Cap and gown rental (cost varies)	24.95

Students are encouraged to make payments by check or money order made payable to Loyola University. Cash transactions are discouraged. A charge of \$10 will be assessed for each check returned from the bank.

RESIDENCE HALLS

Charges for room and board are due on a semester basis. Room rent is billed along with tuition and fees. The housing contracts are for both fall and spring semesters. Board is voluntary and therefore paid separately.

Room Rates 1989-90:

	<i>Double Room</i>	<i>Single Room</i>
Cabra Hall.....	\$1299	\$1794
Room Guarantee deposit (not refundable but total deposit is applicable to room rent) ¹		\$100

\$50 is refundable if notified by July 1.

Cabra Residence Council fee..... \$5 per sem.

Rates apply to the academic semester only. The Christmas holiday period and between semesters are not included in the room charges. With prior notification, the university may utilize rooms in the residence halls to house conference groups during holiday periods.

Information on accommodations may be obtained from the Residential Life Office.

Meal Plans (Board) 1989-90

Loyola's meal plans are voluntary for graduate students. Those who want the program may contract on a semester or yearly basis for one of the plans. For information on the meal plans contact Loyola Dining Services, Box 220, Loyola University, 6363 St. Charles Avenue, New Orleans, Louisiana, 70118.

1989-90 Rates

19 Plus Plan	\$899.00 per semester
14 Plus Plan	\$849.00 per semester
10 Plus Plan	\$799.00 per semester

Each of the programs listed above include membership in the Danna Center Card with a beginning balance of \$10.00 that you can use as cash for any additional food service purchase you desire.

Checks or money orders for the meal plan of your choice must be made payable to Loyola University and sent to the address listed above. If you choose, registration for the meal plans and Danna Center Card memberships is conducted in the Orleans Room (Danna Center) at the beginning of each semester and thereafter in the Danna Center Card Office throughout the semester.

BILLING AND PAYMENT POLICY

Students are mailed a bill for the tuition, fees, and room charges. New students and all others who have not preregistered are mailed a bill soon after registering. Returning students who have preregistered receive a bill prior to the start of classes.

Full payment must be received by the Student Finance Office no later than 30 days after school begins. Students paying after this date will incur a late payment fee.

¹This deposit is credited to the student's room charge. It is not refundable if the student cancels the housing request.

If a student does not receive a bill within three weeks, or if an adjustment should be made to the bill, the student should contact the Student Finance Office so that payment can be made by the 30-day deadline. Subsequent failure to pay in full will result in the assessment of additional penalty fees at the university's discretion. Students who have not satisfied all financial obligations have not officially completed registration and are subject to dismissal. Students whose checks are returned due to insufficient funds also are subject to dismissal.

Loyola will withhold statements of honorable dismissal, grade reports, transcripts, the diploma, and all other reports or materials until all indebtedness to the university has been paid or until satisfactory arrangements have been made with the Vice President for Business and Finance. No one will be allowed to enroll for subsequent semesters as long as prior financial indebtedness has not been satisfied. In the event that the delinquent account is placed with an outside agency for collection, all collection costs, attorney fees and court costs incurred will be passed on to the student.

MONTHLY PAYMENTS

Although Loyola has no monthly payment plan of its own, students may subscribe to one of two plans offered by outside companies.

The first plan is a deferred payment, revolving credit plan whereby the parent or student contracts with Tuition Plans, Inc., to finance all or a part of the annual expenses and repay the amount borrowed on a 12 month basis.

The second plan is a prepaid plan which enables the parent or student to budget payment of required charges before the school year begins. Payments begin five months prior to fall registration and continue for ten months. This plan is offered by Educational Funds, Inc.

Descriptive literature concerning these plans will be sent by the Student Finance Office upon request.

REFUND POLICY

TUITION — Students who withdraw from the university or from a course are entitled to a refund of a percentage of their tuition. Students who withdraw must return a completed withdrawal form to the Office of Student Records. Mere cessation of attendance does not constitute withdrawal. The date of receipt of the withdrawal notice by the Registrar will determine the amount of tuition refund. Refunds are a percentage of the tuition payable in the semester in which the student withdraws, not a percentage of the total amount billed. Only tuition is refundable. No refunds are made when a student is suspended or dismissed for academic, disciplinary, or financial reasons. Tuition refunds are made on the following basis:

1. If formal notice is received within one week after the beginning of the semester a refund of 100 percent of tuition is made.
2. If formal notice is received within three weeks after the beginning of the semester a refund of 75 percent of tuition is made.
3. If formal notice is received within five weeks after the beginning of the semester a refund of 50 percent of tuition is made.
4. If formal notice is received within seven weeks after the beginning of the semester a refund of 25 percent of tuition is made.
5. No refunds are allowed after the seventh week of classes.

Students forced to withdraw for medical reasons should consult the Academic Regulations section of this bulletin for the University's policy on medical withdrawals.

ROOM — Students who withdraw from the university for any reason are not entitled to any refund on the cost of their room.

MEALS — Students may receive a refund on the meal plan, prorated to the date of withdrawal. These refunds must be approved by the university food service.

FINANCIAL AID

The Office of Scholarships and Financial Aid provides information for and administers all aid programs on campus.

TYPES OF ASSISTANCE

GIFT AID. Grants-in-aid that do not have to be repaid may be available to students who can demonstrate substantial financial need. Some grants are not available to students who have already earned a baccalaureate degree.

CAMPUS JOBS. Both the federal government and Loyola provide employment opportunities for students who can demonstrate financial need and who want to work on campus.

LOANS. Long-term, low-interest loans provide students with an opportunity to borrow a part of the costs of education. The loans must be repaid when you are no longer enrolled “at least half time” at an approved school. Borrowers must be able to demonstrate financial need.

MAKING APPLICATION

To apply for financial aid, complete a need analysis report through the College Board’s CCS-Financial Aid Form (FAF). FAFs are readily available from high school guidance offices and college financial aid offices in your own area.

Your Scholarships and Financial Aid file is not considered to be complete and cannot be evaluated until your FAF has been submitted and you have been admitted to the university. You may expect a response from Loyola to your request for financial assistance within six weeks after you mail your FAF to the processor, provided that you have been admitted to the university.

You are urged to apply well in advance of the beginning of the enrollment period. Offers which can be made before June 1 are considered timely and should meet as much of full need as funding permits; later applications will be subject to fund availability.

WHAT AID DOES ONE APPLY FOR?

There is no need to apply for any specific kind of scholarship or financial aid.

Oftentimes an award will include a combination of the three different kinds of financial aid — grants, loans, and jobs. This combination may vary according to the applicant’s eligibility for certain types of funds as well as the availability of funds.

HOW MUCH CAN ONE EXPECT?

How much one receives depends upon what a person’s need is. Need is the difference between the cost of education and what you and your family should be able to pay. Loyola bases the student/family contribution upon information provided on a financial statement and need analysis report as previously described.

MAKING SATISFACTORY ACADEMIC PROGRESS

Students receiving scholarships and/or other financial assistance have the responsibility to make normal progress toward graduation and completion of their program of study. Recipients of assistance who habitually withdraw from classes or

who habitually receive grades which show the course work was not completed may be judged as not making progress.

All recipients who are in danger of losing financial aid eligibility for failure to make progress will be personally warned in writing of the conditions to be met in order to maintain progress. Recipients who fail to meet the terms of the warning will lose the right to participate in all financial aid programs until such time as they will have demonstrated, at their own expense, that they are capable of completing their course of study in an orderly manner. Additional information is available on request in the Scholarship and Financial Aid Office, Danna Center, Room 208.

Federal regulations now also require that all recipients of federal assistance who have completed four terms of study have a grade point average that will permit them to graduate. Students beyond the four terms whose average is below this level must be denied access to all federal aid programs until the required grade point average has been regained.

ACADEMIC FACILITIES

UNIVERSITY LIBRARY

The university library serves students and faculty by providing reading and research materials in a wide variety of subjects and formats.

Facilities and Resources

The Loyola library consists of the Main Library, the Miller Hall Library, and the Music Library. Holdings include more than 244,209 volumes, 1801 periodical and journal subscriptions, 240,754 microform units, 52,211 state and federal government documents, and 2,240 media titles.

Noteworthy among the special collections are Archives of the New Orleans Province of the Society of Jesus. Other special holdings include rare Spanish and French colonial archival documents on microfilm and extensive holdings in Jesuitica.

The book collections are organized according to the Library of Congress classification system, and the stacks are open to all users. Separate study and research areas are located in all libraries.

Services

Librarians are available to consult individually with students and faculty on use of library resources. In addition, the reference department provides special orientation and bibliographic instruction sessions throughout the year. The library publishes a number of guides to the use of the library for both students and faculty, as well subject bibliographies in selected areas.

In addition to print resources, the library offers a number of new information technologies. The library's catalog is now available on-line through LUCI (Loyola University Catalog Information). Infotrac and CD-Disclosure provide access to general and business information. A public OCLC terminal is available for those who wish to verify bibliographic information or locate resources in distant libraries.

The media center provides audiovisual learning materials and playback and viewing equipment for classroom and individual use. Materials include interactive video, video tapes, films, filmstrips, slides, audiotapes, records, and other forms. The microcomputer lab offers a variety of microcomputers and software for student and faculty use.

Extended Resources

Faculty and graduate students enjoy borrowing privileges at most of the area's academic libraries. Occasionally, these privileges can be arranged for undergraduate students. The library's interlibrary loan service can obtain books and periodical articles not available at the university library from other libraries. On-line searching of computerized bibliographic, numeric and full-text databases in a wide variety of subjects is also available in the library.

COMPUTER SYSTEMS

Academic Computing Services provides technical support and resources for instruction and research activities on campus. This service is available to all authorized students, faculty and staff. Computer terminals and microcomputer systems are located throughout the campus with support coordinated through the Academic Computing Services Offices in Bobet Hall.

Personal computer systems are available for purchase at greatly discounted prices through the Loyola University Micro Center. A variety of microcomputer and

peripheral equipment is offered through this facility to all full-time students, faculty and staff of the university.

The Computer Center provides a full range of computer support to the administration of the university. This includes modern up-to-date systems for admissions, finance, registration and other areas for the day-to-day operations of the university.

ACADEMIC REGULATIONS

In the spring of 1979, Loyola implemented a new comprehensive computer based student record system. As a result, many procedures and policies changed. Students who attended Loyola both prior to and after the spring of 1979 will have two transcripts that will have different appearances and form but will remain identical in content.

KNOWLEDGE OF REGULATIONS

Students are responsible for compliance with the regulations of the university and should familiarize themselves with the provisions of this bulletin distributed by the Office of Admissions, the *Registration Schedules* distributed by the Registrar's Office, the *Student Handbook* distributed by the Office of Student Affairs, posted official notices, and official instructions given to students.

At registration, it is understood that the student agrees that the student will be governed by the university regulations and will abide by decisions made by proper authorities of the university regarding the individual student.

FACULTY ADVISING

All students are advised by faculty members. Faculty are usually assigned to advise students who have indicated an interest in their particular field of specialization. The names of assigned faculty advisors may be obtained from the office of the dean of one's college.

Faculty advisors are available to students throughout the academic year, but their role is especially important during the orientation and registration periods. Advisors will help students plan their program, explore career alternatives, and aid in any academic problems. Faculty advisors will also ensure that the undergraduate academic experience is as valuable as possible by assisting students in the sequencing of their course work. Students should be aware, however, that knowledge of and adherence to regulations of Loyola, both academic and otherwise, are the ultimate responsibility of the student.

EARLY REGISTRATIONS

Currently enrolled students may participate in Early Registration for the subsequent term. Graduating students and transient students are not eligible. Students who have a financial obligation to the university may participate in Early Registration after they have satisfied the obligation. Early Registration is conducted by mail in November and April and followed if time permits by Continued Early Registration, during which time students who attend Early Registration may drop and add courses at no charge.

Students who register early are required to confirm their registration by picking up their early registration confirmation form in the Registrar's Office. Once their registration is thus confirmed, the students are enrolled and will be billed accordingly. If they decide not to return to the university in the semester for which they registered, they must officially withdraw before the semester begins. Students who fail to confirm their registration have their registrations cancelled.

REGISTRATION

Registration is held at the beginning of the term for new students and for students enrolled in the previous term who did not participate in Early Registration.

Students who registered early may drop or add at Registration. Those admitted as transient students must complete their credentials during the term of their first admission and thus must be readmitted for the next term as a nondegree-seeking student or a degree-seeking student in order to continue their enrollment. Students with financial obligations to the university may not register until such obligations have been satisfied.

Handicapped students who notify the Registrar's Office will be assisted in their registration by a staff member.

LATE REGISTRATION

Late Registration is normally the second and third working days after Registration. A late registration fee is assessed to cover the additional administrative costs, and a student may be required to pay tuition in full. Students with financial obligations to the university may not register until such obligations have been satisfied. No one may be admitted or register after the last day of Late Registration.

DROP/ADD PERIOD

For approximately five working days following Registration students are permitted to drop and add courses. A \$5 per transaction drop/add fee is charged to cover the administrative costs so that the financial burden of this option will not have to be passed on to the student population at large. Because of external and internal reportings on enrollments, deadlines for drop/add activity must be strictly enforced. A dropped course is removed from the student's record.

Registration for the audit grading option may be selected by students during registration or the drop/add period and may not be changed at a later date.

Some courses have been designated by the Committee on Courses and Curriculum as pass/fail courses only. All students enrolled in these courses are eligible only for a pass/fail grade. Students may not elect a pass/fail option in other courses.

WITHDRAWAL FROM COURSES

Up to one week following the mid-term period, students may receive from the Registrar an administrative withdrawal from a course. Students receive a W in the course and the transaction requires advisor's and instructor's permission.

Failure to obtain an administrative withdrawal or petition the instructor will result in the grade of F.

WITHDRAWAL FROM THE UNIVERSITY

To withdraw officially from the university a student must:

1. Obtain withdrawal forms from the Office of the Registrar.
2. Obtain signatures of the designated officials on withdrawal forms.
3. Resident students must also obtain clearance from the Office, of Residential Life.

Withdrawal is not complete or official until all signatures have been obtained and forms are returned to the Office of the Registrar.

Those students who withdraw officially from the university prior to the last day for dropping courses as recorded in the academic calendar, will have the courses removed from their records. Students withdrawing from the university after the drop period but in the withdrawal period will receive "W's".

MEDICAL WITHDRAWAL

A student will be granted a Medical Withdrawal within the semester the student is incapacitated, providing that detailed written documentation is provided to the

Assistant Vice President for Student affairs from the student's health care professional who will make a final recommendation to the Assistant Vice President for Student Affairs.

If a Medical Withdrawal is granted, the Assistant Vice President for Student Affairs will determine the appropriate refund if any, which will be granted as a future tuition credit. The tuition credit will not exceed 50 per cent of the semester's tuition.

LEAVE OF ABSENCE

Students enrolled in one term may apply to their dean for a leave of absence for either the next term or academic year and process a leave of absence in the Registrar's Office. Students returning from a leave of absence are subject to the policies of the bulletin under which they were originally admitted.

GRADING

Each instructor has the option of using a grading method within each course that best meets the needs of students and the subject. However, all grades are translated by instructors into the following grades:

- A** Excellent. This grade is assigned 4 quality points per semester hour.
- B+** Good. This grade is assigned 3.5 quality points per semester hour.
- B** Good. This grade is assigned 3 quality points per semester hour.
- C+** Average. This grade is assigned 2.5 quality points per semester hour.
- C** Average. This grade is assigned 2 quality points per semester hour.
- D+** Minimally Passing. This grade is assigned 1.5 quality points per semester hour.
- D** Minimally Passing. This grade is assigned 1 quality point per semester hour.
- F** Failure or failure to withdraw. No quality points are assigned.
- I** Incomplete. This grade is to be assigned only when the instructor has been presented with serious and compelling reasons why the student should be allowed to complete the course at a later date. These reasons are customarily medical. The I grade is not an automatic extension. An I grade which has not been made up by the sixth week of the subsequent term, excluding summer terms, will be changed automatically to F.
- P** Pass. Pass/fail grades are available only in courses designated as pass/fail. Grades of P are not counted toward quality point averages.
- W** Withdrawal. Indicates that the student withdrew by the 10th week of class in the Registrar's Office. No credit is awarded.
- AU** Audit.
- AI** Audit Incomplete.
- AP** Advanced Placement.
- IP** In Progress. (To be awarded only with the registrar's permission in courses that span more than one term.)

The use of certain other administrative notations on student grade reports are explained in those reports. Averages are computed only on the basis of letter grades A through F.

GRADE POINT AVERAGES

A student's grade point average is based on credit hours, grading method (pass/fail, etc.), grade awarded and quality points. The following definitions apply.

ATTEMPTED HOURS are the units associated with each course. Typically, a three credit hour course meets for 150 minutes a week for 14 weeks during the Fall and Spring terms.

QUALITY HOURS are the units upon which a student's grade point average is calculated. They differ from attempted and earned hours because quality hours do not include the Pass grade and do include failed courses.

TOTAL EARNED HOURS and **LOYOLA EARNED HOURS** are the credit hours earned while taking courses at Loyola as well as the hours awarded for transfer work toward a student's degree.

QUALITY POINTS are calculated by multiplying the quality points associated with a grade (A=4, etc.) by the quality hours (a 3 credit hour course = 12 quality points).

GRADE POINT AVERAGES are calculated by dividing the total quality points by the total quality hours.

CUMULATIVE GRADE POINT AVERAGES include only the course work taken at Loyola.

HIGHER EDUCATION GRADE POINT AVERAGES include all Loyola course work and transfer course work as evaluated by the University.

Students admitted as of Summer 1989 will have no higher education grade point average because only earned hours will be posted for transfer work.

GRADE REPORTS

A report of the grades made by a student in his or her scheduled courses is sent to the student at the end of each semester. Grades may be released to parents or guardians if the student certifies that he or she is claimed as a dependent for federal income tax purposes. This certification must be made each semester at the time of registration.

Loyola's grade reports list the courses, grades, Loyola grade point average (both cumulative and semester), the higher education grade point average, and the total earned hours (Loyola and transferred earned hours).

Students admitted as of summer 1989 will have no higher education grade point average because only earned hours will be posted for transfer work.

Discrepancies must be appealed in writing to the Registrar's Office within 30 days of the last examination.

Grade reports are withheld until all financial indebtedness to the university is satisfied.

CHANGE OF GRADE

An instructor may change a grade previously assigned by processing an official change of grade form in the Registrar's Office. The instructor must request the grade change form, cite the reason for changing the grade, and obtain the approval of the dean under whose jurisdiction the course was offered. All changes of grades earned in a previous term must be submitted to the dean no later than five days before the last day of class in a term.

GRADE APPEALS

The student has a right to the grade he or she has earned, the right to know the grading systems of the instructor, and the right to know grades as they are given in the course of the term. The grading system should be included in the course syllabus.

If the student feels that he or she is not being graded justly, the student should first consult the instructor. If this proves unsatisfactory, the student should then

consult the department chairperson. If the student still feels that the problem has not been resolved, he or she should consult the dean of the college in which the course is offered to request a committee hearing.

The student has the right to appeal a given grade to the dean up to 30 days after the beginning of the subsequent semester, excluding summers. It may happen, however, that a hearing may not be able to be scheduled until after that time. Until the grade is finally determined, the student's academic standing and all related rights and privileges are based on the grade as originally assigned.

The student shall collect and present any evidence (tests, papers, laboratory reports, etc.) to the dean. The dean may appoint a committee composed of the dean or the dean's designated representative, two faculty members, who, if possible, should be familiar with the course, and one student who has taken the course, if possible. The dean or the dean's designated representative, will serve as the non-voting chairperson of the committee.

The student and instructor are to be apprised of the composition of the committee and the dean should honor any objection either might have to appointed members. Both the student and the instructor have the right to present their position in person to the committee. The burden of proof will be on the student. The decision of the committee is final and the grade it decides upon becomes the official grade for the course.

If the dean denies a student a committee hearing, the student may appeal to the vice president of academic affairs. The vice president for academic affairs may convene a committee composed of himself or herself or a representative, two faculty members (who should, if possible, be familiar with the course), and one student from the college in which the course is offered and who has taken the course. Both the student and the instructor are to be apprised of the composition of the committee and the vice president for academic affairs should honor any objection which either might have to appointed members. Both the student and the instructor have the right to present their position in person to the committee. The decision of the committee is final and the grade it decides upon becomes the official grade for the course.

Loyola students enrolled in courses at other institutions will be subject to the grade appeal policy at that institution.

ACADEMIC STANDING

Criteria for academic standing are set by each department.

CAREERS

Students may have an undergraduate, graduate and/or professional career at Loyola University. Each career has its own grade point average which will not reflect courses taken that are at a level different from a student's career at that time. Therefore, for students who receive a bachelor's degree and return to take undergraduate courses as a graduate student, their grade point average at the time of the awarding of the degree will not be affected by this later course work. In addition, the graduate grade point average will not include quality points for undergraduate courses.

CHANGE OF MAJOR

Students may petition to change their major by completing the appropriate form in their dean's office.

CLASSIFICATION

Classifications are determined by the Admissions Office based upon the credentials and application submitted by the student.

TRANSIENT STUDENTS are admitted for one term without official credentials. Those who enroll as transient students must apply for admission for the next term as nondegree-seeking students or as degree-seeking students by submitting official credentials, if they wish to continue their enrollment. Transient students are not eligible to preregister. Course work taken while a transient student is subject to evaluation in terms of applicability to a degree. There are limitations on financial aid available to transient students.

NONDEGREE-SEEKING STUDENTS are admitted with official credentials but are not enrolled in a particular degree program. Students admitted as nondegree-seeking must enroll in consecutive terms or apply for a leave of absence in order to maintain their status. Failure to follow these procedures will require readmission. Course work taken while a nondegree-seeking student is subject to evaluation in terms of applicability toward a degree. There are limitations on financial aid available to nondegree-seeking students.

DEGREE-SEEKING STUDENTS are officially admitted to a specific program and are classified as follows:

Classification	Hours Earned
Pre-Master of Business Administration	
Graduate Freshman	0-9
Graduate Sophomore	10-18
Graduate Senior	19-or above

REPETITION OF COURSES

To repeat a course, students must have the approval of their advisors, dean, and the registrar. Both grades are used to compute the cumulative grade point average but only the earned hours from the original course are used in the calculation of Loyola cumulative earned hours.

Loyola's policy is to show both grades in repeated courses and the student receives no additional credit hours towards graduation. To determine academic standing both grades and quality points are included.

DISMISSAL

Although dismissal is usually a function of the student's inability to remove himself from academic probation, all decisions regarding dismissal are made on an individual basis, and the university, through duly constituted judicial bodies, or through the deans, has the authority to dismiss a student whose conduct, attitude, or performance is in serious opposition to the aim of the university or to the spiritual, moral, or intellectual welfare of the university community.

ENROLLMENT AT OTHER UNIVERSITIES

Students must obtain the prior written permission of their dean to enroll in courses at other institutions. No transfer credit will be awarded for such work unless the courses are approved by the dean. Only students in good standing are granted permission to attend another institution. An official copy of the transcript from the other institution must be submitted to the Loyola Registrar's Office prior to the completion of Loyola's next term or the course will be subject to the provisions of evaluation of transfer course work.

ELIGIBILITY FOR GRADUATION

Students must meet the specific requirements of their degree programs as set forth in this bulletin. The university, through the deans, may authorize changes and exceptions where it finds them desirable and consistent with the continuous and orderly review of its policies.

In the first part of the academic year in which a student expects to graduate, he or she must file for candidacy with the registrar. If the student is unable to graduate in that term, he or she must apply again for graduation in any subsequent term.

RESIDENCY

A minimum of 24 credit hours must be completed while registered in Loyola. Unless special permission is granted by the dean to pursue work elsewhere, the work of the final year must be completed at Loyola. This requirement applies to students who entered as graduate freshman and to students transferring from other institutions.

GRADUATION TIME LIMIT

Students are required to complete their degree program within nine years of their first term of enrollment.

GRADUATION

Loyola confers degrees in May, August and December. After grades are received, the university determines graduation grade point averages and distinctions. Subsequently, the Registrar's Office posts the degrees and distinctions to transcripts and provides the students with their diplomas. Diplomas and transcripts are not released until the student has discharged all financial and contractual obligations to the university. After a student has graduated, no change may be made in his or her record except to correct a discrepancy (see Grade Reports) or as the result of a grade appeal (see Grade Appeals).

COMMENCEMENT

Loyola holds a commencement at the end of the Spring term. Students who graduated in the previous December and those who are candidates for May or August graduation are eligible to participate in commencement. The commencement program is not a certification document of the university. The list of graduates is published in the next *Undergraduate Bulletin*.

DIPLOMAS

The diploma given to students upon graduation carries the university information, student's name, and degree title. Diplomas will be released only to students who have discharged their financial and legal obligations to the university.

TRANSCRIPTS

Loyola may distribute only its own transcripts, not the records of testing services or other universities. Students may have three records at Loyola which comprise the official transcript: undergraduate, graduate, and law. Upon a student's request, all official transcripts are sent by the student records office to others. Transcripts marked, "Issued to the Student", are given by the student records office to students. In accordance with recommendations of the American Association of College Registrars and Admissions Officers, official transcripts issued to students should not be treated as an official academic credential. Transcripts carry notations identifying major, degree program, Loyola term and cumulative statistics, degrees earned at

Loyola and other institutions, transfer course work by institution, credit by examination, date of birth and prior level. Academic exclusion and academic dismissal are indicated on the transcript for students placed in this status.

The Office of Career Planning and Placement issues copies of Loyola Counselor's Reports as part of its placement portfolio. This advising form should not be treated as an official transcript.

Loyola will withhold transcripts, grade reports, diplomas, and statements of honorable dismissal until indebtedness to the university has been discharged.

INTEGRITY OF SCHOLARSHIP AND GRADES

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The university expects that both faculty and students will follow these principles and in so doing, protect the validity of the university grades. Instructors will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged.

Academic Work

All academic work will be done by the student to whom it is assigned without unauthorized data or help of any kind. A student who supplies another with such data or help is considered deserving of the same sanctions as the recipient. Specifically, cheating, plagiarism* and misrepresentation are prohibited.

A student who is found to have cheated on any examination may be given a failing grade in the course. In case of a second violation, the student may be excluded for one or two semesters or dismissed from the university.

A student who engages in cheating, plagiarism or misrepresentation on term papers, seminar papers, quizzes, laboratory reports, and such, may receive a sanction of a failing grade in the course. A second offense may be cause for exclusion or dismissal from the university.

Faculty members are required to report immediately to the dean of the student's college any case of cheating, plagiarism, or misrepresentation which he or she has encountered and later, the manner in which it was resolved.

The dean of the student's college should apprise the student of the serious consequences of cheating, plagiarism, and misrepresentation as well as of the appeals procedure open to the student in such cases.

Appeals Procedure

Up to 30 days after the beginning of the subsequent semester, excluding summers, the student has the right to appeal to the dean of the college in which the course was offered a decision of the instructor indicating that the student is guilty of cheating, plagiarism, or misrepresentation.

If the matter cannot be amicably resolved in consultation with the instructor, and chairperson, the student may appeal to the dean of the college in which the course is offered. The dean will decide whether the matter requires consideration. If he or she thinks it does, he or she shall appoint a committee consisting of the dean (or assistant dean), two faculty members, and a student to render a decision. The dean or the dean's designated representative will serve as the non-voting chairperson of the

*Plagiarism is defined by Alexander Lindley as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own." (*Plagiarism and Originality*, p. 2). "Plagiarism may take the form of repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own." (*MLA Handbook*, p. 4).

committee. The student and instructor involved should be informed of the membership of the committee and the dean should honor any reasonable objection either might have regarding the composition of the committee. The decision of this committee is final.

If the dean should refuse a committee hearing to the student, he or she may appeal to the vice president for academic affairs. The vice president for academic affairs may convene a committee composed of the vice president for academic affairs or a representative, two faculty members, and one student from the college in which the appellant is enrolled. The decision of this committee is final.

CLASSROOM DISCIPLINE

In the realm of classroom conduct, a student does not have the right to engage in conduct which is disruptive to the educational process. Such conduct (e.g., abusive language, threats, disruptive talking and laughing, violent actions, etc.) may cause removal from that class meeting and can result in removal from the course with a grade of "W". A second such disruption may result in exclusion for one or two semesters or dismissal from the university.

Appeals Procedure

It is hoped that discipline problems will be resolved either through the mutual agreement of the student and instructor or through the mediation of the department chairperson or the dean of the college.

In case of an appeal, the dean of the college in which the course is offered will decide whether the matter requires consideration. If he or she thinks it does, he or she shall appoint a committee composed of the dean (or the assistant dean), two faculty members, and a representative from student affairs. Both the instructor and the student should be apprised of the composition of this committee and the dean should honor any reasonable objection which either might have to the appointed members. After reviewing the evidence, the committee shall give a decision which will be final.

If the dean should refuse to grant a committee hearing, the student has a right to appeal to the vice president for academic affairs. The vice president for academic affairs may convene a committee composed of the vice president for academic affairs or a representative, two faculty members, and a representative from student affairs. Both the instructor and the student should be apprised of the composition of this committee and the vice president for academic affairs should honor any reasonable objection which either might have to the appointed members. After reviewing the evidence, the committee shall give a decision which will be final.

PROCEDURES FOR EXCLUSION OR DISMISSAL

The dean of a college or his or her representative may initiate proceedings for exclusion or dismissal when he or she has reasonable cause to believe that a student has violated a university academic policy or has committed an offense which warrants such action. Grounds for exclusion or dismissal include, but are not limited to, the following: cheating, plagiarism, fraud, misrepresentation, and conduct which is disruptive to the educational process (e.g., abusive language, threats, disruptive talking, etc.).

The dean or assistant dean will form a committee to hold a exclusion or dismissal hearing. The purpose of the committee is to recommend to the dean any sanctions that should be taken against the student. In the case of fraud, cheating, plagiarism, misrepresentation, or similar offenses the committee will consist of the dean (or assistant dean), two faculty members, and a student from the college in

question. In the case of disruptive conduct or other offenses related to the academic environment, the committee will consist of the dean (or assistant dean), two faculty members, and a representative from student affairs. In the event a committee had been formed to hear an appeal of a second offense, said committee may be convened to act as the hearing committee on exclusion or dismissal. The dean or assistant dean of the student's college shall provide the student with a written statement outlining the reasons for the exclusion or dismissal hearing, which is held to consider what action should be taken with regard to the student's future at the university in light of the findings against the student and *not* to reconsider the student's guilt or innocence in cases of cheating, plagiarism, misrepresentation, disruptive conduct, etc. The statement shall contain sufficient detail to inform adequately the accused of the time, date, place and conduct serving as the basis for the complaint. The student shall also be advised that he or she has a right to appear before the committee and to present information and witnesses in support of his or her position concerning exclusion or dismissal. Alternatively, the student may present such information in writing. The accused student may make his or her presentation with the assistance of a faculty member, staff member, or another student, but legal representation will not be permitted at the hearing.

The hearing on the matter shall be held within a reasonable period of time (normally within 15 days), but at least ten days after the student has received notice of the charges. Until final determination of the matter, the student shall be allowed to continue classes unless, in the opinion of the dean, the violation warrants immediate departure from the university.

Within five days after the hearing, the committee shall make its recommendations to the dean of the student's college. Included in the committee's recommendation shall be a record of the deliberations (a full transcript is not required) and a justification for the committee's decision. A copy of these records shall be immediately forwarded to the vice president for academic affairs.

Should the dean of the college decide that the student shall be excluded for one or two semesters or be dismissed from the university, the student may appeal the decision to the vice president for academic affairs within ten days following receipt of the dean's decision. After receiving the written appeal from the student, the vice president for academic affairs may affirm, modify, or reverse the action previously taken by the dean.

The decision of the vice president for academic affairs is final.

RECORDS RETENTION POLICY

Admissions Documents

Acceptance letters, applications, correspondence, letters of recommendation, credit by examination, test scores, transcripts, transfer credit evaluations and admissions decision information are retained on non-enrolled students for a period of one year from the term of first enrollment. Since Spring 1979, the admissions records of enrolled students are retained for five years. Consequently, students who reapply for admission after a period of five years may be required to resubmit transcripts and other credentials in order to be reconsidered for admission and transfer credit evaluation.

Records and Registration Documents

Graduation certification forms are retained for a period of one year. Course request forms, drop/add forms, change of grade forms, final grade rosters, transcripts, catalogs, class schedules and commencement information are retained indefinitely. Students are required to report and appeal all discrepancies regarding all academic records to the registrar within 30 days from the final class day of a term.

POLICY ON RELEASE OF INFORMATION

Loyola makes every endeavor to keep the student's educational records confidential and out of the hands of those who would use them for other than legitimate purposes. All members of the faculty, administration and clerical staff respect confidential information about students which they acquire in the course of their work. At the same time, Loyola tries to be flexible enough in its policies not to hinder the student, the institution, or the community in their legitimate pursuits.

Documents submitted by or for the student in support of an application for admission or for transfer credit are not returned to the student, nor sent elsewhere by request. In exceptional cases, however, where another transcript is unobtainable, copies may be prepared and released to prevent hardship to the student. The student should present a signed request. Usually the copy, marked as a certified copy of what is in the student's file, is released.

The complete policy on release of student information follows.

Public Law 93-380 (also known as the Buckley Amendment and as the Privacy Rights of Parents and Students — Section 438 of the General Education Provisions Act) permits only the release of "directory information" about students without the student's written consent. "Directory information" includes:

Student's name, address, telephone number, date and place of birth, college, major, classification, dates of attendance, degrees conferred and any graduation distinctions and dates of conferral, and the institution attended immediately prior to admission.

The law further provides that any student may, upon written request, restrict the printing of such directory information in the student address directory. The student may so indicate on the personal data form at each registration.

The law requires such written consent of the student for the release to anyone (including parents) of other than "directory information" with the following exceptions — (a) other school officials within the educational institution who have legitimate educational interest; (b) officials of schools to which the student seeks to transfer; (c) the Comptroller General of the United States, the HEW Secretary, the administrative head of an education agency, or state educational authorities; (d) in connection with a student's application for, or receipt of financial aid; (e) state and local officials or authorities to which such information is specifically required to be reported under state statute adopted prior to November 19, 1974; (f) organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public; (g) accrediting organizations; (h) parents of a dependent student upon proof of dependency; (i) in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons; and (j) the Veterans Administration.

Loyola University administrators and faculty may have access to information contained in students' records.

Personal information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the

information without the written consent of the student and that the information be utilized only for the specific purpose for which it was released.

Under the law, any student has the right to inspect and challenge his or her own educational file, with the exception of letters of recommendation or other material when the author was guaranteed confidentiality prior to January 1, 1975. Positive identification of the student shall be required to such examination and a university official shall remain in the immediate vicinity during the examination process.

VETERANS AND SOCIAL SECURITY CERTIFICATIONS

Immediately following registration held in the beginning of each term, students who are eligible for benefits through the Veterans and Social Security Administrations can be certified by the coordinator of certifications in the Registrar's Office. In accordance with Title 38, United States Code, Veterans Benefits, Loyola University certifies only those students who are admitted to a degree program and who are making satisfactory progress as determined by the probationary and exclusion policies of the university's colleges.

Reimbursement is certified for standard courses only, excluding continuing education courses. All inquiries concerning the certifications should be directed to the coordinator of Veterans and Social Security Administration Benefits in the university's Registrar's Office.

Credit Hour Certification Rules for Veterans

Classification	Full Time	3/4 Time	1/2 Time	1/4 Time
Undergraduate	12	9	6	3
Graduate	6	-	3	-
Law.....	9	6	3	1-2
Summer School	6	3		-

BIOLOGICAL SCIENCES

CHAIRMAN: David A. White, Ph.D.

OFFICE: 342 Monroe Hall

PROFESSORS EMERITI: Kamel T. Khalaf, Walter Moore

PROFESSORS: E. Letitia Beard, Roland Lesseps, S.J., J. M. Upadhyay

ASSOCIATE PROFESSORS: Donald P. Hauber, James L. Wee, David A. White

ASSISTANT PROFESSOR: Craig Hood

The graduate program in the biological sciences is designed to provide a broad training for those who aspire to be teachers and for those who wish to improve their biological background by gaining a knowledge of additional subject matter. The studies in this program provide an excellent preparation for advanced research and doctorate work. The program leads to the Master of Science degree in Biological Sciences.

ADMISSION TO CANDIDACY

Any student who has a bachelor's degree from a recognized college and has undergraduate training in general biology, general bacteriology, and organic chemistry may qualify for the Master of Science degree in Biological Sciences. Applicants are obliged to take both the general section and advanced section of the Graduate Record Examination and to submit the results to the Admissions Office before they can be accepted.

Candidates must demonstrate, by written examination if necessary, that they have a reading knowledge of at least one modern foreign language. In all cases the executive committee of the department of biological sciences will determine this necessity.

GRADUATION REQUIREMENTS

The M.S. degree requires a total of 30 credit hours, including a thesis (6 hours).

All students are obliged to complete at least one graduate course in each of the three main branches of the department; viz, botany, zoology, and microbiology. Other courses for a total of 24 credit hours are at the students' discretion, but it should be noted that all advanced courses in microbiology require at least one course in biochemistry as a prerequisite.

All graduate students are required to participate actively in the graduate seminar each semester that they are enrolled in graduate studies. This applies to both enrollment for course work and for thesis research.

Along with the course requirements noted above, the candidate must present an acceptable thesis based at least partially on original research. This thesis must be completed and accepted by the executive committee of the department one month before the date of graduation.

After completing the courses, the candidate must pass comprehensive examinations; and after completing the thesis, the candidate must successfully defend the thesis before the graduate faculty.

All graduate students are expected to gain supervised teaching experience as part of their preparation for the master of science degree.

BIOLOGICAL SCIENCE GRADUATE COURSES

Subject Number: 0201

BIOL 700 Cytology 4 cr. hrs.
Prerequisite: General Biology. Study of the morphological, physiological, and biochemical properties of component parts of animal and plant cells.

BIOL 705 Phycology 4 cr. hrs.
Prerequisite: General Botany. Survey of the algae including both marine and fresh water forms.

BIOL 710 Limnology 4 cr. hrs.
Prerequisite: General Biology. Study of the physical, chemical, and biological factors determining biological productivity in inland waters. Field study of local lakes and streams. Two lectures and six hours of laboratory or field work per week.

BIOL 715 Entomology 4 cr. hrs.
Prerequisite: General Biology. Taxonomy, life histories, and general ecological relationships of the insects in general, especially of South Louisiana. Two hours lecture and four hours of laboratory or field work per week.

BIOL 720 Bio-Ecology 4 cr. hrs.
Prerequisite: General Biology. Relationships of animals to each other, to plants, and to the physical and chemical factors of the environment. Two lectures and six hours of laboratory or field work per week.

BIOL 725 Field Zoology 4 cr. hrs.
Prerequisite: General Biology. Taxonomy, life histories, and general ecological relationships of the common animals of South Louisiana and the New Orleans area. Two hours lecture and six hours laboratory or field work per week.

BIOL 730 General Parasitology 4 cr. hrs.
Prerequisite: General Biology. Study of parasites in relation to disease. Various types of parasites, their life histories and the conditions which they cause.

BIOL 735 Medical Entomology 4 cr. hrs.
Prerequisite: General Entomology. Study of arthropod groups of medical importance; identification, general biology and life cycles; factors affecting man and domestic animals and control measures.

BIOL 740 Zoology for Teachers 4 cr. hrs.
Prerequisite: General Zoology. Teacher-training and review course for those engaged in or preparing for teaching high school biology. Emphasis is placed on the collection and preparation of local zoological materials for classroom use. Limited to graduate students in education.

BIOL 745 Developmental Biology 4 cr. hrs.
Lectures, discussions, and laboratory work, including original research in such areas of developmental biology as fertilization, nuclear-cytoplasmic interaction during development, biochemical development and developmental genetics.

BIOL 755 Endocrinology 4 cr. hrs.
General consideration of the organs of internal secretion. Phylogeny, embryology, microscopic anatomy and physiology.

BIOL 756 Advanced Endocrinology 4 cr. hrs.
Recent advances in the biology of the organs of internal secretion. Lectures, conferences, and laboratory work.

BIOL 760 Plant Anatomy 4 cr. hrs.
Prerequisite: General Botany. Consideration of the structure and development of seed plants. Reference to the relationships of anatomy and developmental patterns to the physiology and morphogenesis of the organism.

BIOL 765	General Virology	4 cr. hrs.
Prerequisite: Bacteriology and Biochemistry. The virus as a biological entity; physical and chemical properties of virus particles; representative animal, plant and bacterial viruses are considered.		
BIOL 785	Plant Physiology	4 cr. hrs.
Prerequisite: General Biology and Organic Chemistry. Higher plants will be the principal object of study with regard to their growth processes, water relations, and photosynthetic activities. Laboratory will demonstrate modern techniques of investigation as well as principles of the discipline involved. Weekly discussion of contemporary literature.		
BIOL 800	Physiology of Bacteria	4 cr. hrs.
Prerequisite: Bacteriology and Bio-Chemistry. Lectures, assigned reading, discussion, and laboratory exercises dealing with the chemistry and physiology of microbial cells.		
BIOL 805	Advanced Genetics	4 cr. hrs.
Prerequisite: Genetics or its equivalent. Lectures, assigned reading, discussions and laboratory dealing with molecular, organismic and population aspects of modern genetics.		
BIOL 810	Advanced General Physiology I	4 cr. hrs.
Prerequisite: General Physiology. Physiology and biochemistry of cells and the comparative physiology of muscular, nervous, and circulatory systems. Bio-electric activities, metabolic cycles, and internal secretions.		
BIOL 811	Advanced General Physiology II	4 cr. hrs.
See BIOL 810.		
BIOL 815	Mycology	4 cr. hrs.
Prerequisite: Bacteriology. Survey of the fungi with emphasis on form and structure.		
BIOL 820	Techniques in Bacteriology	4 cr. hrs.
Prerequisite: Bacteriology and Biochemistry. Consideration and application of current techniques used in bacterial physiology. Qualitative and quantitative determinations of metabolites are examined as are methods for studying mutants, respiration, enzymes.		
BIOL 825	Radiation Biology	4 cr. hrs.
Prerequisite: Discretion of professor in charge of the course. Survey of the nature, measurement, and effect of ionizing radiations in biological systems. Designed to acquaint the beginner with theory and methods of use of radiation as a research tool.		
BIOL 830	Morphogenesis	4 cr. hrs.
Development of the shape and pattern of plants and animals. Emphasis on morphogenetic movements of cells and tissues during development. Current theories examined and experiments performed. Original research in laboratory.		
BIOL 835	Physiology of Fungi	4 cr. hrs.
Prerequisite: BIOL 815. Study of the chemical activities of fungi as related to their nutrition, growth, reproduction and fermentative ability. Emphasis on fungi important in industry and agriculture.		
BIOL 895	Special Project	ARR
Focuses on the creative or productive efforts of one or more students. A special project is distinguished from a research project in its lack of the historical or experimental method and perspective characteristics of "research."		
BIOL 896	Graduate Seminar	1 cr. hr.
Prerequisite: Advanced standing.		
BIOL 898	Graduate Research	ARR
BIOL 899	Independent Study	ARR

JOSEPH A. BUTT, S. J. COLLEGE OF BUSINESS ADMINISTRATION

DEAN: J. Randolph New, Ph.D.

OFFICE: 301 Miller Hall

ASSOCIATE DEAN: Michael T. Saliba, II

GRADUATE DIRECTOR: Eileen E. Hollander

PROFESSORS: Jesse T. Barfield, Allen I. Boudreaux, Jerry M. Hood, Ernest Nordtvedt, A. Michael Sibley

ASSOCIATE PROFESSORS: Karen Arnold, William Barnett, James H. Baskett, William Bradberry, Lloyd Brandt, John E. Brockhoeft, John E. Cave, Ronald C. Christner, Michael Dalton, Jerry Dauterive, Donald Dozier, Wing Fok, John C. Folkenroth, Robert Glover, Joel B. Haynes, Clyde Jenkins, Robert J. Keller, Shu-Jan Liang, C. Lee Mundell, Margaret A. Paraniham, Cecily Raiborn, Ruby Ramirez, Michael T. Saliba II, Elizabeth A. Weymann, Everett White, J. Stuart Wood.

ASSISTANT PROFESSORS: Caroline Fisher, Frank Marion, Deborah Walker

PROGRAMS OF STUDY

The College of Business Administration offers an evening program leading to the Master of Business Administration. A JD/MBA degree program is offered in conjunction with Loyola's School of Law.

MASTER OF BUSINESS ADMINISTRATION

The MBA program's principal objective is to prepare its graduates for advancement to high-level management positions in both the private and public sectors of the nation's economy. The program includes examination of administrative principles and quantitative approaches to decision making common to both business and nonprofit organizations. The program stresses the point at which major policy decisions must give consideration to related policy decisions of other parts of the organization or to society in general. Emphasis is placed on the fact that management education is not limited to organizational techniques but is, in the broadest sense, education for management responsibility. The MBA program develops these processes by emphasizing the elements common to all management positions. The program is based on advanced study of accounting, behavioral science, decision sciences, economics, finance, information systems, marketing and operations management.

Curriculum

FOUNDATION

The foundation courses listed below provide the background needed to begin the MBA graduate courses. A grade of "C" or better is required in each foundation course before an admitted student may take graduate courses. Generally, "C" or better work in comparable foundation courses completed at other accredited institutions may be substituted subject to the approval of the Graduate Director.

Applicants should be aware that a five year rule is currently in effect for foundation work in the areas of Financial Accounting (ACCT 100-101 or 450), Financial Management (FIN 300), Microeconomics (ECON 200), and Statistics (DECS 200-201 or 450). For applicants with a baccalaureate degree in any business discipline, the rule is normally applied from the date of graduation. For other majors, the rule normally is applied from the date of course completion. Students possessing earlier degrees or course work must demonstrate “C” or better proficiency in these foundation areas by exam or by further course work.

Pre-MBA Foundation Requirements

	Course		Cr. Hrs.
ACCT	100-101	Principles of Accounting I & II	6
	OR		
ACCT	450	Accounting Fundamentals*	3
DECS	200-201	Statistics I & II	6
	OR		
DECS	450	Statistics Fundamentals*	3
ECON	200	Microeconomics	3
ECON	201	Macroeconomics	3
FIN	300	Financial Management	3
MGT	300	Principles of Management	3
MKT	300	Basic Marketing	3
LGST	305	Legal Environment of Business	3
MATH	116	Survey of Calculus	3
COSC	106	Microcomputers and Productivity	3

30 to 36

GRADUATE

The curriculum of the MBA Program consists of a 30-hour program, divided into three basic parts: an 18 credit hour core, nine credit hours of graduate level electives, and a three credit hour capstone course. The required core attempts to expose students to state of the art thinking in functional areas of business administration. The electives may be chosen from courses in at least two functional areas of business.

The final part of the program is an integrative capstone course designed to expose the student to the interrelationships, interactions, and constraints of decision making in complex organizations. The capstone course will utilize rigorous group decision making and case and simulation techniques under conditions of uncertainty. Students are expected to have completed all of their other graduate core courses before registering for this course. They must also have an overall grade point average of 3.0 or better on all work attempted since enrolling in graduate study at Loyola before taking the capstone course.

Up to six hours of comparable graduate level course work, with grades of “B” or better, taken at another AACSB accredited institution, may be acceptable as transfer credit towards the MBA. Not less than 24 hours of graduate level coursework, including the capstone course, must be completed at Loyola.

*The 450 level fundamentals courses may be taken only by degree-seeking graduate students.

The four courses marked ** must be completed successfully within the first 18 hours of graduate level course work. Additionally, at least one of these courses must be completed successfully in the first semester of graduate level work.

MBA Course Requirements

Course		Cr. Hrs.
**ACCT 700 ¹	Advanced Managerial Accounting	3
**ECON 700	Managerial Economics	3
**FIN 700	Financial Management	3
MGT 700	Organization Theory and Behavior	3
**MGT 710	Operations Management	3
MGT 720	Business Policy (Capstone)	3
MKT 700	Marketing Management	3
	Graduate Business Electives	9
Total Credit Hours		30

JURIS DOCTOR/MASTER OF BUSINESS ADMINISTRATION

The JD/MBA program is designed for those students seeking advanced education in business administration in addition to an education in the law.

Applicants for the JD/MBA program must apply separately to the School of Law and to the College of Business graduate program and be accepted individually to both. The schools together will determine whether the applicant is eligible for the combined program. An applicant who has completed more than 21 hours of MBA requirements is not a viable participant in the joint JD/MBA program.

Normal degree requirements of 90 credit hours (Juris Doctor) and 30 credit hours (Master of Business Administration) are complemented and reduced to 81 credit hours (Juris Doctor) and 21 credit hours (Master of Business Administration). Each program is reduced by nine credit hours as each program accepts, as part of its requirement, nine credit hours from the other program.

Upon completion of the program, the student will be awarded two separate degrees. The requirements for both must be completed, however, before either degree can be awarded. All requirements for both must be completed within five years.

Students participating in the joint program must maintain a minimum grade point average of 2.30 (4.00 scale) in the School of Law and 3.00 (4.00 scale) in the College of Business Administration.

Students failing to meet all of the requirements of the program are awarded the Juris Doctor or Master of Business Administration degree only if they fulfill the requirements for the individual degree as outlined in the Law School or Graduate bulletins, respectively.

ACCREDITATION

The College was founded in 1947, and the baccalaureate program was accredited by the American Assembly of Collegiate Schools of Business in 1950. The Graduate Division of the College was established in 1961 and accredited by the AACSB in 1974

¹Not open to CPAs or accounting majors; these students substitute an accounting elective.

ADMISSIONS

Admission to graduate study is controlled by the Graduate Director and is granted to students showing high promise of success at the graduate level. The primary indicators of promise utilized are undergraduate academic achievement and performance on the Graduate Management Admission Test (GMAT). Other factors considered are rank in undergraduate class, relevant work experience, letters of recommendation, and performance in previous graduate or professional school programs.

The undergraduate grade point average (GPA) and the GMAT score are treated equally but in a compensating way in the admission decision. Consequently, strong undergraduate academic performance may offset a comparatively weak GMAT score or vice versa. The weighted index used is 200 times the GPA plus the GMAT score. Normally, admission requires an index of at least 975 when the overall undergraduate GPA is considered or 1025 when the GPA for the most recent 60 semester hours of undergraduate work is considered. The Loyola Test Review Institute, City College, offers, each semester, a GMAT review course to assist students in preparing for this examination. Applicants must request that a copy of their GMAT score be sent to Loyola.

International applicants must also submit scores of 550 or higher on the Test of English as a Foreign Language (TOEFL) or provide certification of competence in the use of the English language.

A complete set of credentials consists of official transcripts showing all college work attempted: undergraduate, graduate, and professional; an official copy of the GMAT score; and two letters of recommendation. Failure to provide a complete set of transcripts will constitute grounds for immediate dismissal from the Graduate Division of the College of Business Administration.

Applicants who present an acceptable set of credentials will be admitted as either "MBA" or "Pre-MBA" students.

Accepted students who have successfully completed the foundation courses described earlier will be admitted as "MBA" students and are eligible to begin graduate coursework. Accepted students who lack any or all of the foundation courses will be admitted as "Pre-MBA" students. Upon completion of the foundation work, a "Pre-MBA" student is admitted to degree candidacy. A student with less than a 3.0 cumulative GPA in foundation coursework will be considered conditionally admitted to graduate coursework. Conditionally admitted students with a graduate grade point average of less than 3.0 in the first semester of graduate coursework are subject to exclusion.

Students who have not yet filed a complete set of credentials for admission may be permitted to enroll in foundation courses for a period of one semester, during which time the application must be completed. Students with incomplete records may not register for any graduate level business course or 450 level foundation course.

ADVISING AND REGISTRATION

All pre-MBA and MBA students are assigned to a graduate advisor who helps them plan their master's program, including the sequencing and scheduling of appropriate courses. Students are expected to meet regularly with their advisor and must gain approval of their advisor before registering for any series of courses at Loyola.

A student who has completed nearly all the foundation courses may wish to register concurrently for remaining foundation courses and graduate courses. This is possible under the following guidelines:

1. the student must register for all remaining foundation courses;
2. the cumulative grade point average on all foundation courses completed prior to concurrent registration must be at least 2.5;
3. no student will be allowed concurrent registration for a graduate course unless the corresponding foundation course has been completed with the grade of "C" or better;
4. if a student who is registered concurrently drops or withdraws from one or more foundation course(s) he/she will be administratively withdrawn from all graduate courses; further, no additional semesters of concurrent registration will be permitted;
5. before allowing concurrent registration, the Director of Graduate Studies will consider such factors as performance on previously attempted foundation courses, particularly those at Loyola, in an effort to arrive at a prognosis for successful completion of the proposed set of courses.

If in the opinion of the Graduate Director, it appears that concurrent registration is not in the student's best interest, it may be denied

ACADEMIC STANDING

In order to remain in good standing, a Pre-MBA student must maintain a cumulative grade point average of at least 2.0 on all foundation courses taken at Loyola University. If at the end of any semester, the cumulative grade point average on all such courses falls below 2.0, the student may be allowed to register for a subsequent semester on probationary status. A Pre-MBA student on probation must earn a grade point average of at least 2.5 with no grade lower than "C" in each semester of probationary registration to be allowed to continue to register.

In order to remain in good standing, an MBA student must maintain a cumulative grade point average of 3.0 or higher in graduate coursework taken at Loyola University. An MBA student whose cumulative grade point average falls below 3.0 will be placed on probation. An MBA student on probation will be continued on probation so long as the graduate GPA for each semester in which the student enrolled on probation is above 3.0 and the student earns no grade lower than "B." If a student on probation does not meet these criteria, he/she will be excluded for a minimum of one semester. Students who wish to be readmitted after the period of exclusion must reapply for admission and be interviewed by the Graduate Director. An MBA student who has been excluded previously and is readmitted into the graduate program on probation must meet the above criteria for students on probation or the student will be dismissed, a permanent action. It should also be noted that an MBA candidate on probation will not be granted a letter of good standing to take courses at another graduate school, will not be allowed to take an independent study course at Loyola, and will not be allowed to take Mgt 720.

GRADUATION REQUIREMENTS

A student must have met all of the following requirements in order to earn the MBA:

1. Have satisfied all general university regulations for graduation with a graduate degree.
2. Have satisfied all pre-graduate course requirements.
3. Have completed all required graduate core courses and electives.

4. Have an overall grade point average of 3.0 or better in all Loyola graduate work and in all graduate work attempted since being accepted into graduate study at Loyola.
5. Have completed the capstone course with a minimum grade of B. (The capstone course may be retaken only once.)
6. Have formally applied graduation and paid all necessary graduation and university fees.

AWARDS

Each year in May the College of Business Administration hosts an annual awards ceremony to honor outstanding students. Awards are given to students of all class ranks. The G. Ralph Smith Award is given each year to the outstanding MBA graduate.

LEGENDTRE-SOULE CHAIR IN BUSINESS ETHICS

The Legendre-Soule Chair in Business Ethics was made possible through a generous donation from the estate of the Legendre family and supplemental funds from the State of Louisiana. Its establishment is effective in July 1989. The Chair provides for many diverse activities, including the development of graduate and undergraduate courses, direction of faculty research projects and sponsorship of special issues colloquia and conferences. Perhaps most exciting are plans to develop a Loyola Center for Business Ethics which will provide outreach, needs assessment, problem consultation, and discussion forums for New Orleans business executives and practitioners.

BUSINESS ADMINISTRATION GRADUATE COURSES

ACCOUNTING **Subject Number: 0301**

ACCT 450 Accounting Fundamentals

A course designed to introduce the student to the basic accounting concepts used in both financial and managerial accounting. Some topics covered are preparation and evaluation of financial statements, the accounting system, application of accounting data to the monitoring of costs and revenues and application of operating and capital budgets.

Prerequisite: Restricted to Pre-MBA students.

ACCT 700 Advanced Managerial Accounting

3 cr. hrs.

Applications of accounting information for management planning, control and problem solving are presented. Not open to CPAs or accounting majors.

ACCT 800 Accounting Theory

3 cr. hrs.

Prerequisite: ACCT 700. An analysis and evaluation is undertaken of currently acceptable accounting standards and conventions with emphasis placed on pronouncements of authoritative groups.

ACCT 801 Taxation of Individuals and Businesses

3 cr. hrs.

Examines the determination and taxation of income of individuals, partnerships and corporations. Emphasizes understanding of concepts related to passive and earned income, deductible expenses and tax credits.

ACCT 810 Accounting Information Systems

3 cr. hrs.

Prerequisite: ACCT 700. A study of information systems networks; includes discussion of automated data processing systems, data required for managerial decision-making, planning and control problems and systems design.

ACCT 815 Corporate Financial Reporting 3 cr. hrs.
A study of the current corporate reporting environment, concepts and principles, report analysis and income determination. Course material will cover the role of the CPA, FASB pronouncements and managerial uses of financial information.

ACCT 825 Estate and Gift Taxation 3 cr. hrs.
This course is concerned with planning and managing federal estate and gift problems and opportunities. The perspectives of a variety of parties are considered. The parties are: decedents, fiduciaries, estates, trusts, beneficiaries, donors and donees. Topics include asset valuations, income, deductions, exemptions, credits, transfers, etc.

ACCT 830 Personal Financial Planning for the Professional Planner
This course is the study of Personal Financial Planning including goal setting, cash budgeting, planning for insurance needs, retirement planning, tax planning, investment and estate planning. The course requires an integration of the various types of planning with client goals. The course makes use of forecasts, computer models and macro economic data. The emphasis is on planning for the professional planner who has a diversified clientele.
Prerequisites: A working knowledge of present value concepts is assumed. This should not be the first MBA course taken and a background in any of the following will be helpful: Accounting, Tax, Insurance, Investments.

ACCT 893 Special Topics in Accounting 3 cr. hrs.
Prerequisite: Permission of instructor. Current issues and problems in accounting will be researched and discussed in a seminar.

ACCT 899 Tutorial in Accounting 3 cr. hrs.
Prerequisites: Permission of faculty member and graduate coordinator and a 3.0 cumulative grade point average in graduate work.

DECISION SCIENCE

Subject Number: 0302

DECS 450 Statistics Fundamentals
An accelerated study of the techniques and methods utilized to obtain and analyze numerical data in order to make better decisions under conditions of uncertainty. Topics covered include descriptive statistics, probability, hypothesis testing, non-parametric statistics, regression analysis, and decision theory.
Prerequisite: Restricted to Pre-MBA students.

DECS 893 Special Topics in Decision Science 3 cr. hrs.
Prerequisite: Permission of instructor. Topics in decision sciences presented by seminar members. Emphasis would be on individual studies and research of decision science with the functional areas of management.

DECS 899 Tutorial in Decision Science 3 cr. hrs.
Prerequisites: Permission of faculty member and graduate director and a 3.0 cumulative grade point average.

ECONOMICS

Subject Number: 0303

ECON 700 Managerial Economics 3 cr. hrs.
Application of economic theory in the context of the firm is examined. The role of economics in the decision-making process and in forecasting and planning are considered.

ECON 810 International Economics 3 cr. hrs.
The theory and practice of international economics and financial relations are studied as well as their role in the search for stability and growth.

ECON 893 Special Topics in Economics 3 cr. hrs.
Prerequisite: Permission of instructor. Selected problems and topics are examined.

Prerequisites: Permission of faculty member and graduate director and a 3.0 cumulative grade point average in graduate work.

FINANCE

Subject Number: 0304

FIN 700 Financial Management**3 cr. hrs.**

The principles of finance are used as the basis for development of techniques useful in the area of corporate financial management. The vehicle for the accomplishment of this objective is a series of cases involving analysis and decision-making by the student.

FIN 800 Management of Financial Institutions**3 cr. hrs.**

Analyzes the problems and opportunities inherent in the management and policymaking decisions of financial institution managers. Concentration is on the major asset and liability management problems of commercial bank and savings and loan executives.

FIN 805 Investments**3 cr. hrs.**

The course primarily analyzes the range of investment possibilities and their risk-return characteristics. Also, the techniques for selecting, timing and diversification decisions are studied in depth.

FIN 810 International Finance**3 cr. hrs.**

Foreign exchange and investment problems are studied intensively.

FIN 815 Real Estate Investment**3 cr. hrs.**

Prerequisite: Permission of instructor. Real Estate investment in income producing properties. Emphasis is on evaluating the three primary benefits of real estate investment — cash flow, tax shelter, and appreciation.

FIN 893 Special Topics in Finance**3 cr. hrs.**

Prerequisite: Permission of instructor. Selected topics are examined.

FIN 899 Tutorial in Finance**3 cr. hrs.**

Prerequisites: Permission of faculty member and graduate director and a 3.0 cumulative grade point average.

MANAGEMENT

Subject Number: 0305

MGT 700 Organization Theory and Behavior**3 cr. hrs.**

Study of organizational systems and subsystems, including their measurement and evaluation, identification of their functions and dysfunctions.

MGT 710 Operations Management**3 cr. hrs.**

The study of complex organizations, from the viewpoint of the production function. Includes planning, design analysis and control features.

MGT 720 Business Policy**3 cr. hrs.**

Prerequisites: All core requirements completed and a graduate GPA of 3.0 or better. The Capstone course is designed to enable the advanced student to develop the expertise necessary to integrate the concepts and skills learned in previous courses into the executive decision framework.

MGT 805 Human Resource Management**3 cr. hrs.**

Prerequisites: Concepts, theories, and practices concerned with managing human resources within organizations. Emphasizes the responsibilities of all managers for the human resources in their organizations.

MGT 810 Seminar in Labor Relations**3 cr. hrs.**

This course studies the practice of labor/management relations primarily in the context of union environment, although some attention is given to the non-union firm particularly preventing unionization. Topics include legal framework, organizing campaigns, collective bargaining, impasse resolution, union/management security and grievance administration. Emphasis is placed on current legislation working with unions, economic factors, developing a collective bargaining agreement, living with a contract and grievance resolution.

MGT 893 Special Topics in Management**3 cr. hrs.**

Prerequisite: Permission of instructor. Selected topics are examined.

MGT 899 Tutorial in Management**3 cr. hrs.**

Prerequisites: Permission of faculty member and a graduate director and a 3.0 cumulative grade point average.

MARKETING

Subject Number: 0306

MKT 700 Marketing Management**3 cr. hrs.**

Marketing problems of wide variety are analyzed. In emphasizing managerial problem-solving, real-world constraints are employed, in addition to the use of behavioral and quantitative techniques of analysis.

MKT 705 Strategic Market Planning**3 cr. hrs.**

This course will seek to develop awareness for strategic market planning by concentrating on three major areas of analysis: analytical prerequisites for planning, formal strategic planning methods, and creative and managerial aspects of planning. The course will develop and sharpen managerial and decision-making skills utilizing real world cases.

MKT 710 Advanced Consumer Behavior**3 cr. hrs.**

This course is designed to familiarize the students with theories of consumer behavior as they relate to marketing strategy. Realistic cases will be an integral part of this course with the function of developing the student's decision-making skills.

MKT 800 International Marketing**3 cr. hrs.**

Significant similarities and differences in marketing problems in countries other than the United States are explored and analyzed. In addition to several cases, principles of the managerial and behavioral sciences are examined for potential application in specific countries.

MKT 893 Special Topics in Marketing**3 cr. hrs.**

Prerequisite: Permission of instructor. Selected topics in marketing are examined.

MKT 899 Tutorial in Marketing**3 cr. hrs.**

Prerequisites: Permission of faculty member and graduate director and a 3.0 cumulative grade point average.

LEGAL STUDIES

Subject Number: 0307

LGST 893 Special Topics in Legal Studies**3 cr. hrs.**

Prerequisite: Permission of instructor. Selected topics are examined.

LGST 899 Tutorial in Legal Studies**3 cr. hrs.**

Prerequisites: Permission of faculty member and graduate director and a 3.0 cumulative grade point average.

SOCIAL ISSUES IN ADMINISTRATION

Subject Number: 0310

SIAD 893 Special Topics in Social Issues

3 cr. hrs.

Prerequisite: Permission of instructor. Selected topics in social issues will be examined.

SIAD 899 Tutorial in Social Issues

3 cr. hrs.

Prerequisites: Permission of faculty member and graduate director and a 3.0 cumulative grade point average.

EDUCATION

CHAIRMAN: Justin E. Levitov, Ph.D

ASSOCIATE PROFESSORS: Lorynne D. Cahn, Jane C. Chauvin, Mary C. Fitzgerald, Justin E. Levitov, Paul V. Murray

ASSISTANT PROFESSOR: Louis F. Miron

EXTRAORDINARY FACULTY:

INSTRUCTOR: Florence Rivette

The Department of Education offers advanced courses leading to the Master of Education degree and state certification in elementary education, secondary education, school administration, counseling and reading. In addition, courses are offered for teachers pursuing Class A Louisiana teaching certificates.

ADMISSION TO THE DEGREE PROGRAM

Admission to the degree program requires a bachelor's degree from a recognized college or university with an upper division grade point average of 3.0 or better on a 4.0 scale. Students not having an undergraduate grade point average of 3.0 are invited to enroll on a provisional basis. If the student earns a 3.0 GPA for not less than 12 graduate credit hours nor more than 15 hours, including the graduate core, he or she is eligible to apply for degree candidacy.

DEGREE CANDIDACY

Upon completion of 12 credit hours, including core courses, all students must apply for degree candidacy. This includes taking the Miller Analogies Test and an interview with program coordinators. If a student does not attain an overall GPA of 3.0, he/she will not be admitted to candidacy. Students not admitted to candidacy will be informed of their deficiencies. Deficiencies must be removed within one semester. The student must reapply for degree candidacy by the end of the probationary semester.

DEGREE REQUIREMENTS

Candidates are required to complete at least 33 credit hours of graduate work, including credit earned prior to admission to degree candidacy. A course in which the student has earned a grade of D or F cannot be counted toward the completion of the 33 hour requirement, but is used in determining the grade point average.

A degree candidate whose cumulative grade point average falls below 3.0 will be automatically placed on probation and his or her status will be reviewed by the Graduate Committee of the Education Department.

In the areas of Counseling and Reading, a comprehensive written examination covering the student's major area and graduate core must be passed upon completion of course work. The examinations are scheduled in November, April and July. Within the first four weeks of the semester in which the degree candidate expects to graduate, he or she must file an application to take the comprehensive examination. The student may take the comprehensive examination during the last semester in which he or she is enrolled in courses. If performance on the comprehensive examination is not satisfactory, the candidate will be required to reschedule an examination no sooner than the time regularly scheduled for the next comprehensive examination. The Graduate Committee of the Education Department may elect to require an oral examination in addition to or in lieu of a second written examination.

The degree programs in Educational Administration, Secondary Education and Elementary Education require the successful completion of a thesis project within the seven-year statute of limitations. This project will be done with the guidance of at least two members of the regular faculty during the final year of studies. In the case of failure to present the project in an acceptable form and in a timely manner, the Graduate Committee of the Education Department will review the case and recommend appropriate action to the student's advisors and to the chairperson of the department.

COURSE PROGRAM

The student's course of study is planned in collaboration with the major area advisor. A minimum of 18 hours must be completed in one specific area. The areas of concentration include Counseling, Administration, Reading, Elementary Education and Secondary Education

All students must take the following graduate core courses in the beginning of their programs:

EDGR 702 Methods of Educational Research

EDGR 703 Statistics in Education

and

EDGR 705 Philosophy and Education

Students wishing to obtain graduate transfer credit for core classes taken at another university must petition the Graduate Committee of the Education Department.

A maximum of six hours of transfer credit will be allowed toward the degree. All courses, including those taken in the Education Department, Loyola University, must be more recent than seven years at the time of graduation. **Students wanting to take independent study courses must petition the department faculty at least a month before registration. Please consult program advisor for details.**

ADMINISTRATION

Louis F. Miron, Advisor

The Education Department provides coursework leading to the Master of Education in Administration. A concentration in Urban Education is available for students whose interest lie in this area. In addition the Department provides coursework enabling students to qualify for certification as school principal, supervisor of instruction, parish or city school superintendent. **Certification requirements must be obtained in the Education Office or by consultation with the program advisor.** State certification now requires successful completion of the National Teachers Exam in Educational Administration.

Of the 18 hours required for the degree, the department requires 15 hours in designated required courses and a minimum of three hours in recommended electives.

Required courses:

Cr. Hrs.

EDGR 740 Introduction Organizational Behavior
in Schools

3

EDGR 745 Instructional Supervision

3

EDGR 775 Program Development and Evaluation

3

EDGR 741 Organizational Leadership

3

EDGR 866 School Administration Practicum

3

Recommended electives:

EDGR 770 Instructional Design	3
EDGR 771 Elementary School Curriculum	3
EDGR 772 Secondary School Curriculum	3
EDGR 742 School Personnel Administration	3
EDGR 721 School Finance	3
EDGR 720 Educational Law and Public Policy	3
EDGR 710 School Community Relations	3
EDGR 755 School Facilities	3
EDGR 781 Supervision of Student Teachers	3
EDGR 725 Developmental Psychology	3
EDGR 894 Experimental Course (with approval of advisor)	3

COUNSELING

Justin Levitov, Advisor

The Education Department offers coursework leading to the Master of Education in counseling. Coursework may also lead to Louisiana certification in School Guidance and Counseling, consistent with guidelines published by the State Department of Education. Certification requirements are available in the Education Office. The Department provides a curriculum for students interested in school counseling and in professional counseling in non-school settings, such as hospitals, community mental health centers, substance abuse centers and personnel departments.

Of the 18 hours required for the major, the Department requires 12 hours of study in designated required courses and a minimum of six hours in recommended electives.

Required courses:

	Cr. Hrs.
EDGR 830 Counseling Theories	3
EDGR 835 Counseling Practice	3
EDGR 840 Group Counseling	3
EDGR 865 Counseling Practicum	3-6

Recommended electives:

EDGR 842 Consultation	3
EDGR 841 Vocational Counseling	3
EDGR 711 Education and the World of Work	3
EDGR 776 Measurement and Assessment	3
EDGR 725 Developmental Psychology	3
EDGR 850 Family Counseling: Concepts and Models	3
EDGR 894 Experimental Courses (with approval of advisor)	3

ELEMENTARY EDUCATION

Mary C. Fitzgerald, Advisor

The Education Department offers coursework in elementary education leading to the Master of Education degree. The degree program is particularly apt for elementary school teachers seeking to expand and deepen their professional expertise. Persons who have completed an undergraduate degree and are interested in becoming certified elementary teachers are to contact the program advisor or the

certification advisor for information concerning additional course requirements for certification outside of professional education.

Required Courses:	Cr. Hrs.
EDGR 726 Advanced Educational Psych.	3
EDGR 722 Advanced Child Psychology	3
EDGR 771 Elementary Curriculum	3
EDGR 790 Management of the Special Child in the Regular Classroom	3
EDGR 871 Directed Observation	1
Reading Requirement (CE)	9
EDGR 867 Reading Difficulties Practicum, Elementary is required. The remaining 6 units can be completed by taking two of the following courses:	
EDGR 810 Psychology of Teaching Reading	
EDGR 811 Reading in the Content Areas	
EDGR 815 Theory of Reading Difficulties	
EDGR 821 Remedial Techniques in Elementary Reading	
EDGR 898 Research Thesis Project	3

Recommended Electives:

Any graduate level course in Reading, Guidance and Counseling, or Administration. 3

SECONDARY EDUCATION

Paul V. Murray, Advisor

The Education Department offers coursework leading to the Master of Education degree in Secondary Education. This program is particularly apt for junior high and high school teachers seeking to upgrade and deepen their professional expertise. **Additionally, the course sequence contains all professional education coursework required for secondary state certification.** Please consult with the program/certification advisor regarding general education and teaching major requirements. People with undergraduate degrees in an academic discipline who are interested in teaching at the secondary level are urged to consider completing the degree program as well.

Required Courses:	Cr. Hrs.
EDGR 726 Advanced Educational Psych.	3
EDGR 723 Adv. Adolescent Psychology	3
EDGR 772 Secondary Curriculum	3
EDGR 871 Directed Observation	1
Reading Requirement (CE)	3
EDGR 810 Psychology of Teaching Reading or	
EDGR 815 Theory of Reading Difficulties or	
EDGR 821 Remedial Techniques Secondary Reading	
EDGR 773 Evaluation of Learning	3
EDGR 770 Instructional Design	3
EDGR 897 Internship	6
(For teachers already certified at the secondary level, these 6 units are electives and can be satisfied by a variety of courses. Please consult with departmental advisors.)	
EDGR 898 Research Thesis Project	3

READING

Lorynne Cahn, Advisor

The Education Department offers coursework leading to the Master of Education in Reading. In addition the Department offers courses enabling students to qualify for Louisiana certification as reading specialist, learning disabilities specialist and assessment teacher. Requirements for certification are available in the Education Office.

Nine hours of the M.Ed. program will consist of participation in the Loyola Reading Clinic. The Reading Clinic, an annual summer program, provides intensive experience working with students with reading difficulties. Nine hours credit is included in this phase of the program represented by 3 of the following six.

The Reading Program contains 18 hours of required coursework plus electives.

Required courses:	Cr. Hrs.
EDGR 713 Language Development	3
EDGR 810 Psychology of Teaching Reading	3
EDGR 811 Reading in the Content Areas	3
EDGR 815 Theory of Reading Difficulties	3
EDGR 821/822 Remedial Techniques Elementary or Secondary Reading	3
EDGR 867/868 Practicum Reading Difficulties Elementary or Secondary	3

Recommended electives:

EDGR 728 Characteristics of the Learning Disabled	3
EDGR 790 Management of the Special Child, Regular Classroom	3
EDGR 869 Practicum Learning Disabled	6
EDGR 725 Developmental Psychology	3
EDGR 842 Consultation	3
EDGR 776 Measurement and Assessment	3
EDGR 894 Experimental Course (By permission of advisor)	3

EDUCATION GRADUATE COURSES

Subject Number: 0273

EDGR 702 Methods of Educational Research*	3 cr. hrs.
Study of methods and techniques of educational research with emphasis on applications.	
EDGR 703 Statistics in Education*	3 cr. hrs.
The computation, use and understanding of frequency distributions, measures of central tendency, measures of variability, normal curve, correlation and statistical inference as applied to education.	
EDGR 705 Philosophy and Education*	3 cr. hrs.
Study of major philosophies and social movements affecting educational thought and practice.	

*Satisfies requirement for admin/supervision certification.

- EDGR 710 School-Community Relations*** 3 cr. hrs.
Study of the social and political relationships of school and community. Emphasis on politics of education, community conflict, relationships between curriculum and community, parental relations.
- EDGR 711 Education and the World of Work** 3 cr. hrs.
Investigation of the relationship of education and careers. Emphasis on school norms and socialization for the work world, values, career development, leisure, economic change, career change, personal development, emerging work models. Replaces Educational and Occupational Information and Orientation to the World of Work
- EDGR 712 Culture and Language** 3 cr. hrs.
Investigation of relationships between language and culture. Emphasis on linguistic and sociological characteristics of cultures.
- EDGR 713 Language Development** 3 cr. hrs.
Study of normal, delayed and deficient language development. Diagnostic and remedial techniques for children with language disorders.
- EDGR 718 Seminar in Urban Education I** 3 cr. hrs.
Intense study of schooling in urban settings. Selected readings emphasizing the politics of city school systems, multi-cultural context of urban education, socio economic influences on schools; and critical theory/administration.
- EDGR 719 Seminar in Urban Education II** 3 cr. hrs.
This course is field-oriented, which gives students the opportunity to critically analyze and evaluate educational issues in urban settings within an interdisciplinary theoretical framework. The course may be taken in sequence with EDGR 718 (for students in the Urban Education track) or as a separate course (for other students).
- EDGR 720 Educational Law and Public Policy*** 3 cr. hrs.
Examination of legal and policy issues in education. Emphasis on constitutional law and its impact on educational practice.
- EDGR 721 School Finance*** 3 cr. hrs.
Study of public fiscal support of education. Role of federal, state and local governments; principles, practices and problems in resource allocation in education.
- EDGR 722 Advanced Child Psychology** 3 cr. hrs.
A thorough study of child behavior from birth through the elementary school age with reference to the recognition and development of the various traits of personality prior to puberty.
- EDGR 723 Advanced Adolescent Psychology** 3 cr. hrs.
A thorough study of the adolescent personality through the analysis of physical, emotional, social, motivational, intellectual, and volitional developmental; changes, behavioral characteristics, basic problems, and adjustments.
- EDGR 725 Developmental Psychology** 3 cr. hrs.
Advanced study of human development from childhood to adulthood. Topics include personality theory, childhood and adolescent subcultures, developmental theory, socialization.
- EDGR 726 Advanced Educational Psychology*** 3 cr. hrs.
Study of the nature of learning and learning processes with emphasis on the critical examination and evaluation of selected theories of learning.
- EDGR 728 Characteristics of the Learning Disabled** 3 cr. hrs.
Investigation of child who has great difficulty in learning but is apparently intellectually normal. Emphasis on recognition, understanding and remediation of various forms of learning disabilities.

*Satisfies requirement for admin/supervision certification.

- EDGR 740 Introduction to Organizational Behavior in Schools*** 3 cr. hrs.
Principles, policies, practices and problems of school administration. Replaces Foundations of Educational Administration.
- EDGR 741 Organizational Leadership in Education*** 3 cr. hrs.
Exploration of leadership in education with emphasis on role of the principal. Course will include insights and theories from fields of social psychology and anthropology. Replaces Elementary/Secondary Principalship.
- EDGR 742 School Personnel Administration*** 3 cr. hrs.
Study of personnel theory and management and the interrelationship of the individual, the organization and the processes of education. Topics include staff development, application of legal principles, in-service education and teacher evaluation.
- EDGR 745 Instructional Supervision*** 3 cr. hrs.
Principles, policies and problems of elementary and secondary school supervision; curriculum and staff development; program evaluation and leadership.
- EDGR 755 School Facilities*** 3 cr. hrs.
Study of problems in planning and construction of school facilities. Course is multidisciplinary in nature, drawing from the fields of architecture, urban planning, ecological psychology and social psychology. Emphasis on relationships between physical structures, social interactions and learning environments.
- EDGR 770 Instructional Design*** 3 cr. hrs.
Examination and applications of systems approaches to planning, implementing and evaluating instructional procedures.
- EDGR 771 Elementary School Curriculum*** 3 cr. hrs.
Examination of K-8 curriculum. Emphasis on philosophical, historical, psychological and socio-cultural determinants of curriculum.
- EDGR 772 Secondary School Curriculum*** 3 cr. hrs.
Examination of 7-12 curriculum. Emphasis on philosophical, historical, psychological and socio-cultural determinants of curriculum.
- EDGR 773 Evaluation of Learning** 3 cr. hrs.
The purpose of this course is to introduce the graduate student to the basic assumptions upon which evaluation of learning is predicated. The course covers such topics as: history of measurement, reliability validity, test construction, standardized tests, testing systems used in school and wide use of test results.
- EDGR 775 Program Development and Evaluation*** 3 cr. hrs.
Study of relationships between educational policies and outcomes. Topics include the politics of program development and evaluation, field study development, technical assistance consultation, quantitative and qualitative methodologies, naturalistic techniques and unobtrusive measures.
- EDGR 776 Measurement and Assessment*** 3 cr. hrs.
Survey of test theories and critical analysis of tests and their application in schools. Content includes validity/reliability, standardized testing, teacher-made tests, norm/criteria referencing, item analysis. Replaces Analysis of the Individual and Analysis of Elementary School Pupil.
- EDGR 781 Supervision of Student Teachers*** 3 cr. hrs.
Analysis of the role of the resident supervising teacher in student teaching. Required for teachers interested in supervising elementary or secondary student teachers.

*Satisfies requirement for admin/supervision certification.

- EDGR 785 Moral Education*** 3 cr. hrs.
Study of theories of moral development and moral instruction in schools. Emphasis on theories of Kohlberg, Piaget, study of hidden curriculum, curriculum development and cognitive stage theory.
- EDGR 790 Management of the Special Child in the Regular Classroom** 3 cr. hrs.
Focus on legal requirements, nature of exceptionalities found in regular classrooms, methodologies for skill development and evaluation techniques essential for working with handicapped students.
- EDGR 791 Laboratory Experiences Learning Disabled** 3 cr. hrs.
Hands-on clinical experiences with learning disabled students. Emphasis on diagnosis and prescription.
- EDGR 810 Psychology of Teaching Reading** 3 cr. hrs.
A foundations course designed to explore the skills to be developed in a reading program, the grade-placement of these skills and the methods for developing efficiency in the context of selected theories of learning.
- EDGR 811 Reading in the Content Areas** 3 cr. hrs.
Supervised clinical experiences working with children having reading and learning difficulties in specific subject areas.
- EDGR 815 Theory of Reading Difficulties** 3 cr. hrs.
Course designed to give the teacher, administrator and reading specialist insight concerning problems related to reading and learning difficulties. Utilizes test data and clinical experiences.
- EDGR 821 Remedial Techniques Elementary Reading** 3 cr. hrs.
Methods of diagnosis and correction of reading problems, elementary level. Developmental reading problems, analysis and implementation of curriculum materials, standard and teacher-made tests.
- EDGR 822 Remedial Techniques Secondary Reading** 3 cr. hrs.
Methods of diagnosis and correction of reading problems, secondary level. Developmental reading problems, analysis and implementation of curriculum materials, standard and teacher-made tests.
- EDGR 830 Counseling Theories** 3 cr. hrs.
Study of selected counseling theories. Replaces Principles and Administration of Guidance and Principles of Elementary School Guidance.
- EDGR 835 Counseling Practice** 3 cr. hrs.
Application of counseling theory. May be repeated for a total of six hours.
- EDGR 840 Group Counseling** 3 cr. hrs.
Experiential investigation of group process theory as it pertains to counseling practice.
- EDGR 841 Vocational Counseling** 3 cr. hrs.
Study of history, theories, research and techniques of career counseling.
- EDGR 842 Consultation** 3 cr. hrs.
Course is designed to develop consultative competencies with emphasis on urban, multicultural relationships.
- EDGR 850 Intro Family Counseling** 3 cr. hrs.
A survey of theory relative to marriage and family issues. Dysfunctions and abnormalities are reviewed with a focus on intervention strategies.
- EDGR 865 Counseling Practicum** 3 cr. hrs.
Supervised field experience in counseling.

*Satisfies requirement for admin/supervision certification.

EDGR 866 School Administration Practicum*	3 cr. hrs.
Supervised field experience in school administration.	
EDGR 867 Reading Difficulties Practicum, Elementary	3 cr. hrs.
Supervised field experience in reading instruction, secondary.	
EDGR 868 Reading Difficulties Practicum, Secondary	3 cr. hrs.
Supervised field experience in reading instruction, secondary level.	
EDGR 869 Practicum Learning Disabled	6 cr. hrs.
Supervised field experience with learning disabled students.	
EDGR 870 Practicum General	3 cr. hrs.
Supervised field experience.	
EDGR 871 Directed Observation	1 cr. hr.
Students enrolled in this course will be expected to spend 50 hours in the local school systems participating in various approved activities. These activities may include, but are not limited to: observation in the classroom, tutoring individual students, participating in field trips, working with small groups, assisting with required paper work, assisting with research activities, and some mini-teaching. Students are encouraged to work under different teachers and to gain experience in both the public and private/Catholic school sectors.	
EDGR 895 Special Project	1-3 cr. hrs.
EDGR 896 Seminar/Workshop	1-3 cr. hrs.
EDGR 897 Internship	1-3 cr. hrs.
EDGR 898 Research Project	1-3 cr. hrs.

GENERAL SCIENCE

DIRECTOR: Anthony DiMaggio III, Ph.D., Professor of Chemistry.

The Master of Science in Teaching General Science degree program is designed to increase the numbers of teachers certified to teach general science either by recertification of teachers currently teaching in other non-science disciplines or by recruitment of non-teachers into the field. This program has been established in consortia with the Archdiocesan, Jefferson Parish and Orleans Parish school boards in response to needs identified by the State Plan and the availability of funds from Title II of the Education for Economic Security Act Public Law 98-377.

ADMISSION TO DEGREE PROGRAM

Applicants must submit a letter of application to the Selection Committee c/o The Director. Those applicants currently teaching must submit a letter of support from an official of the school system in which they work. Those applicants who are not currently teaching must submit a letter of support from someone in their workplace who has knowledge of the applicant's sincerity of intent and ability to enter the teaching profession. Applicants must have a bachelor's degree from a recognized institution of higher education. Official transcripts of all college work must be submitted. Enrollment in each course is limited; therefore, some selection based on potential to complete the program may be made. All applicants to the program must be admitted by the university as a graduate student.

DEGREE AND CERTIFICATION REQUIREMENTS

The requirements for certification in general science which form the basis for this program are, in brief, a one-year course in biology, one in chemistry, one in earth sciences and one in physics. This is, therefore, a program in breadth, not one in depth. The requirements for the graduate degree are a two-semester, four credit hour course in each of the four science disciplines for a total of 32 credit hours. A capstone two credit hour Curriculum Development Project at the end of the course work unifies and solidifies the learning experience. Students must maintain a 3.0 grade point average. An oral examination and a final written report on the project will complete the requirements for the MST degree.

One course is offered in the late afternoon/evening in each semester of the academic year and in each of two summer sessions. Completion of the course work part of the program will require at a minimum two years and two summers. The student is admitted to candidacy at the completion of 24 credit hours of course work. The Curriculum Development Project is normally expected to be done by independent study during the subsequent academic year but may be permitted during a final summer of course work if the candidate gives evidence that enough time is available to do both. Certification for the degree will be made by the Selection Committee.

GENERAL SCIENCE GRADUATE COURSES

BIOL 701, 702 Foundations of Biology

4 cr. hrs.

Biology update will survey current knowledge in botany, zoology, genetics, microbiology, and human physiology. In addition, recent findings in molecular biology regarding genetic control of cellular and organismal function and behavior will be introduced and their impact on life processes, human values and horizons will be evaluated.

CHEM 701, 702 Foundations of Chemistry

4 cr. hrs.

These courses are designed to give content matter in modern chemistry for teachers to incorporate accurate updated concepts in their courses. Includes properties and states of matter, chemical changes, structure and bonding, descriptive chemistry. A combination lecture/demonstration course with student participation using textbooks in current use.

EAS 701, 702 Basics of Earth Science

4 cr. hrs.

These courses are designed to give content matter in the earth sciences for teachers to incorporate accurate and updated concepts in their courses. Includes physical and historical geology, oceanography, atmospheric science, climatology, and minerals. A combination lecture/demonstration course with student participation using textbooks in current use.

PHYS 701, 702 Foundations of Physics

4 cr. hrs.

Courses provide background subject matter in modern physics to enable the teacher to incorporate accurate and updated concepts in their courses. Includes heat, electricity, waves, light, sound, work and friction, efficiency, acceleration, motion and energy, lecture/demonstration with student participation using current textbooks.

CHEM 803 Curriculum Development

2 cr. hrs.

Students in this course will work individually on lesson plans, demonstrations and experiments to be used by them in courses they teach. A university faculty member will serve as mentor and others will give workshops during the course. A written portfolio will be submitted by the student at the end of the project.

MASS COMMUNICATIONS

CHAIRMAN: Alfred L. Lorenz, Ph.D. *OFFICE:* 330 Communications/Music

PROFESSORS: Alfred L. Lorenz, John H. Pennybacker, Raymond A. Schroth, S.J.

ASSOCIATE PROFESSORS: Ralph T. Bell, Mary I. Blue, William M. Hammel, William Kelly

ASSISTANT PROFESSOR: Michael Cremedas, David Myers

EXTRAORDINARY FACULTY:

ASSISTANT PROFESSORS: Preston W. Huey, Leslie Parr

LECTURER: Gerald Schuppert

The program leading to the Master of Arts in Mass Communications at Loyola is designed to deepen the student's knowledge and understanding of the role and functions of mass communications, the processes and effects of mass communications, the history of the mass media in the United States, and the economic structure of the media. As such, it will appeal to persons working in the communications industry, those who wish to work in that industry, and those who wish to prepare themselves for doctoral study in communications. It will be possible for students to complete requirements through evening study.

The program's most distinctive feature is its emphasis on the study of ethical practices within the mass media. The program requires that all students successfully complete a course in the ethics of the mass media. In addition, the core curriculum forces the thematic consideration of ethical problems and issues through close interaction with communications professionals. Graduate electives include courses designed to produce ethics information resource materials for public distribution.

ADMISSION

Students seeking admission to the graduate program in mass communications must have a baccalaureate degree from an accredited college or university. Applicants are required to submit resumes and transcripts of previous college work.

Applicants may be required to successfully complete undergraduate-level courses in communications as prerequisites before being formally admitted to the graduate program. Prerequisites will be determined on an individual basis based on the applicant's academic record and professional communications experience.

Members of the graduate faculty of the department will sit as a board to evaluate applications for admission and to decide what prerequisites, if any, newly admitted students must complete.

ADMISSION TO CANDIDACY

Graduate students gain formal admission to the graduate program—and become M.A. candidates—after satisfying any undergraduate deficiencies and successfully completing nine hours of the graduate core.

COURSE REQUIREMENTS

Each M.A. candidate must complete a minimum of 21 hours of course-work within the Department of Communications.

The core courses (9 semester hours) are required of all M.A. candidates:

CMMN 701. Mass Communication Theory. 3 hrs

CMMN 702. Mass Communication Research. 3 hrs

CMMN 703. Mass Communication Ethics. 3 hrs

Candidates must also choose two of the following four core courses:

CMMN 711. Mass Communication Law.	3 hrs
CMMN 712. History of Mass Communications.	3 hrs
CMMN 713. Mass Media and Society.	3 hrs
CMMN 714. Management of Mass Communications.	3 hrs

Students must also choose 15 hours from among graduate elective courses or a combination graduate elective courses and cognates. Graduate elective courses include undergraduate/graduate cross-listings and graduate-only seminars and tutorials dealing with professional and scholarly topics in mass communications. Graduate elective courses offer the opportunity for students to participate in the publication of informational resources for local and regional communications professionals.

All senior-level undergraduate courses (CMMN 402-480) within the Department of Communications may be taken—in more rigorous form—for graduate credit. However, no more than nine hours of undergraduate/graduate cross-listed courses may apply toward the M.A. degree in communications. The undergraduate course must be distinct from any graduate course. Graduate students will be expected to do additional work and will be held to a higher standard of performance than undergraduates.

At least three hours of degree requirements must be satisfied by graduate-only elective courses offered by the Department of Communications. The offerings are listed below. Each may be repeated for credit with the permission of the graduate adviser. Participation in workshops, practica, or other activities promoting discussion and analysis of professional ethics is an important part of the graduate-only elective requirement.

CMMN 894 Experimental Course	1-3 hrs, may be repeated
CMMN 895 Special Project	1-6 hrs, may be repeated
CMMN 896 Seminar/Workshop	1-3 hrs, may be repeated
CMMN 898 Research Project	1-6 hrs, may be repeated
CMMN 899 Independent Study	1-3 hrs, may be repeated

Students in CMMN 896 will normally contribute to the production of print (or other) materials designed to introduce mass media professionals to the study of ethics. These printed materials might include newsletters, reviewing important books in the field and/or scholarly compilations of ethics research and comment.

Each M.A. candidate may complete up to nine hours of graduate-level coursework in a cognate area outside the Department of Communications. Cognate courses are selected in consultation with the graduate advisor and with permission of the offering unit and might be chosen from graduate offering at Loyola University in religious studies, education, law, business, or music.

Demonstrated proficiency in either a foreign language or a computer language gains three hours of credit in the cognate course category.

COMPREHENSIVE EXAMINATION

At the completion of all coursework, all M.A. candidates are required to pass a comprehensive written examination based on a reading list provided by the Department of Communications. At the completion of the thesis/project, all M.A. candidates are required to pass an oral examination based on the content of the thesis/project.

THESIS/PROJECT

Students must complete six hours of thesis or special project credit beyond the 30 hours of required coursework. An M.A. candidate must register for three hours of

thesis/project work—either CMMN 895/Special Project or CMMN 898/Research Project—beginning no later than the candidate's third full semester in the degree program. General requirements and deadlines for the thesis/project are determined by the Department of Communications. Specific requirements for the thesis/project are determined in consultation with the candidate's graduate advisor.

TRANSFER CREDIT

Students may transfer up to six hours of graduate-level courses toward the master's degree at Loyola, with the approval of the chairman. Transfer courses will not normally fulfill core course requirements, but may be credited toward elective or cognate requirements, as determined by the chairman.

SEMESTER REVIEW

Each fall and spring semester the graduate faculty reviews the progress of all graduate students. M.A. candidates must pass this review in good standing in order to continue to pursue the M.A. degree. All M.A. candidates should maintain a 3.0 grade point average in the graduate program with no grade lower than a C.

DEADLINE

M.A. candidates must complete the degree program no later than six years after formal admission.

GRADUATE COURSES

Subject Number: 0271

- CMMN 701 Mass Communications Theory** 3 cr. hrs.
This course is a survey of theories and perspectives guiding the study of mass communications in the 20th century. Topics include the development of scientific theory and the theoretical basis for the differences between administrative and critical communications research.
Prerequisite: Admission to graduate study.
- CMMN 702 Mass Communications Research** 3 cr. hrs.
An introduction to the basic methods and materials required by a variety of mass communications research techniques at the graduate and professional level.
Prerequisite: Admission to graduate study.
- CMMN 703 Mass Communications Ethics** 3 cr. hrs.
The course focuses on moral character, social values, and professional practices within the field of mass communications and in the relationship of the media to other societal institutions.
Prerequisite: Undergraduate course in ethics.
- CMMN 711 Mass Communication Law** 3 cr. hrs.
The relationship between the mass media and all levels of government— federal, state, and local—in the United States. It will deal with laws directly affecting mass media as well as expressions of public policy through such agencies as the FTC, FCC, etc. Of necessity, it will pay special attention to the tension between such law and regulation and the First Amendment.
Prerequisites: Admission to graduate study. An undergraduate course, at least part of which deals with the history of regulation in the United States.
- CMMN 712 Mass Communications History** 3 cr. hrs.
History of important events, technologies, and figures in the development of mass media in the United States.
Prerequisite: Admission to graduate study.
- CMMN 713 Mass Media and Society** 3 cr. hrs.
This course will summarize, evaluate, and examine the social aspects of our system of mass communications; how they are related to people's opportunities and activities, to their hopes and attitudes about the world around them, and to their ideas about themselves.
Prerequisites: CMMN 701; Admission to graduate study.
- CMMN 714 Management of Mass Communications** 3 cr. hrs.
This course will provide a comprehensive background in media-oriented management theory and practice.
Prerequisites: CMMN 701; CMMN 702; Admission to graduate study.
- CMMN 895 Special Project** 1-3 cr. hrs. may be repeated
Focuses on the creative or productive efforts of one or more students. A Special Project is distinguished from a Research Project in its lack of the historical or experimental method and perspective characteristics of "research."
- CMMN 896 Seminar/Workshop** 1-3 cr. hrs. may be repeated
A seminar is a supervised group of students sharing the results of their research on a common topic. A workshop is a supervised group of students participating in a common effort.
- CMMN 898 Research Project** 1-6 cr. hrs. may be repeated
Focuses on empirical or historical investigation, culminating in a written report.
- CMMN 899 Independent Study** 1-3 cr. hrs. may be repeated

MATHEMATICAL SCIENCES

CHAIRMAN: Janet G. Melancon, Ed.D.

OFFICE: 540 Monroe Hall

RESEARCH PROFESSOR: R.T. McLean

PROFESSOR: Duane Randall

ASSOCIATE PROFESSORS: Janet Melancon, Antonio M. Lopez, Jr., Stephen Scariano, Marc Artzrouni, Ralph Tucci

ASSISTANT PROFESSORS: Brian Rodrigues, Katarzyna Saxton, Jonathan Schick
EXTRAORDINARY FACULTY:

INSTRUCTORS: Thomas Smith, Sherrie Waller, Norma Cannizzaro, Robert Thornton

The graduate programs in Mathematical Sciences are designed for experienced teachers who will have already had the formal methods and teaching pedagogy courses, and who wish to improve their subject matter knowledge in one of the areas supported by the department. The Department of Mathematical Sciences supports programs which lead to Master of Science in Teaching (MST) degrees in Mathematics, Computer Science, or Computer Information Science. The courses of these MST programs were designed around the needs of the professional educator for learning about new methods and technologies in teaching. Thus each course, to a varying degree, has modules of such classroom approaches integrated throughout the presentation of the subject matter.

ADMISSION TO CANDIDACY

Any student who has a bachelor's degree from a recognized institution and has undergraduate training in mathematics, computer science, computer information science or related area may qualify for one of the Master of Science in Teaching degrees. The adequacy of undergraduate training will be determined by the Graduate Faculty Board of the department. An applicant for one of the programs must be accepted by the university as graduate student. Furthermore, an applicant must also submit to the chairman of the department the following items: (1) documentation of previous coursework, (2) courses currently being taught, (3) letter(s) of recommendation from an immediate supervisor and/or school principal, and (4) a personal statement as to why entrance into one of the programs is desired. All of this information will be presented to the Graduate Faculty Board of the department.

GRADUATE REQUIREMENTS

A candidate is eligible for one of the degrees when 30 credit hours of graduate courses in the major field have been taken with at least a 3.00 average. Of these hours, at least the last 18 hours in the major field must be taken at Loyola University. Each degree program has major elective hours.

Required courses for an MST in Mathematics are: MATH 701, 702, 713, 725, 726 and 731. Required courses for an MST in Computer Science are: COSC 710, 715, 716, 717, 718, 726, and recommended background in MATH 711 and 712. Required courses for an MST in Computer Information Science are: COSC 701, 703, 710, 715, 718, and 725. In the MST in Computer Information Science only, up to 6 graduate hours may be taken in the field of Business Administration upon approval by the Mathematical Sciences Chairperson.

MATHEMATICS GRADUATE COURSES

Subject Number: 0223

- MATH 701 Foundations of Mathematics** 3 cr. hrs.
Topics include mathematical logic and the axiomatic methods, finite and infinite sets, countability and cardinality, the continuum hypothesis and transfinite cardinal arithmetic, well-ordered sets and ordinal numbers, intuitionism, formalism, and the axiom of choice.
- MATH 702 Linear Algebra and Matrix Theory** 3 cr. hrs.
Systems of linear equations and matrices, real vector spaces, bases, dimensions, linear transformations, determinants, eigenvalue and eigenvectors.
- MATH 711 Computational Matrix Theory** 3 cr. hrs.
Matrix algebra and manipulation, computation of determinants, solutions of simultaneous equations, Gaussian elimination, and eigenvalue problems.
- MATH 712 Application Oriented Algebra** 3 cr. hrs.
Sets, relations, digraphs, lattices, logic, isomorphisms, permutations, and cyclic groups.
- MATH 713 Abstract Algebra Theory** 3 cr. hrs.
Groups, rings, fields, Isomorphism Theorems, Sylow Theorems, extensions, and Galois Theory.
- MATH 725 Introduction to Analysis I** 3 cr. hrs.
Rectangular coordinates, relations, functions, limits, continuity, derivatives, maxima and minima, integrals, and the Fundamental Theorem of Calculus.
- MATH 726 Analysis II** 3 cr. hrs.
Continuation of Analysis I. Techniques of integration, applications of finding volumes of revolution, arc length and surface area, exponential growth and decay, and indeterminate forms.
- MATH 727 Analysis III** 3 cr. hrs.
Differentiation of multiple variable functions, parametric equations, cylindrical and spherical coordinates, multiple integration, line and surface integrals, Lagrange multipliers, and an introduction to vector fields.
- MATH 728 Analysis IV** 3 cr. hrs.
Indeterminate forms, convergence of sequence and series, Taylor's Theorem, and fundamental methods of solving elementary ordinary differential equations, which includes exact and series solutions.
- MATH 731 Foundations of Geometry** 3 cr. hrs.
The parallel postulate, Euclidean geometry, Hilbert's axioms, non-Euclidean geometries with emphasis on hyperbolic and elliptic geometry, and philosophical implications.
- MATH 733 Probability and Statistics** 3 cr. hrs.
Combinatorics, permutations, probability from a set-theoretic point of view, Bayes' Theorem, discrete and continuous probability distributions, measures of central tendency and variability, estimators, and hypothesis testing.
- MATH 735 Number Theory** 3 cr. hrs.
Foundation concepts in the natural numbers including classic theory of primes, congruences, and various works and conjectures of Gauss, Euler, and Fermat.
- MATH 737 Complex Analysis** 3 cr. hrs.
Complex numbers, algebras, and geometric representations, Cauchy-Reimann equations, analytic functions, singularities, residues, complex series, and the Cauchy Integral Formula.
- MATH 739 Applied Mathematical Models** 3 cr. hrs.
A model approach to applications is used to study various applied topics from physics, engineering, business, social sciences, and other application areas.

The graduate faculty may offer current topics of import to the mathematics teaching field when sufficient demand is exhibited.

COMPUTER SCIENCE GRADUATE COURSES

Subject Number: 0224

COSC 701 Information Processing and Programming 3 cr. hrs.

An overview of electronic data processing with emphasis on business and management, key concepts of hardware, software packages, and systems development, as well as the high-level programming language of BASIC.

COSC 703 Programming with COBOL 3 cr. hrs.

General programming and problem solving techniques for business are developed emphasizing the particular strengths of the high-level programming language of COBOL.

COSC 710 The Computer: How It Affects Society 3 cr. hrs.

This course aims at establishing a proper perspective about the computer and its role in society. The student will be made aware of the use and importance of computers as well as their limitations. The course is ideal preparation for those teaching computer literacy in elementary and secondary schools.

COSC 715 Introduction to Programming Techniques 3 cr. hrs.

Top-down structured programming techniques and algorithm development is stressed in this course. The language in which these concepts are realized is Pascal.

COSC 716 Organization and Architecture 3 cr. hrs.

The logical and hardware building blocks of computers are examined. This is a deeper look into the physical and logical design of the machine and it introduces machine level concepts.

COSC 717 Programming in Assembly Language 3 cr. hrs.

Students will master the techniques of writing efficient compact code in low-level assembly language. Relationships between assembly language and high-level languages will be developed.

COSC 718 File Structures 3 cr. hrs.

The concept of an abstract data type is developed using user-defined types as well as stacks, queues, trees, graphs, sequential, indexed, and direct files and access methods.

COSC 725 Data Processing and Systems Analysis 3 cr. hrs.

Computer applications in business with emphasis on methods of data storage, retrieval, and updating.

COSC 726 Programming Languages 3 cr. hrs.

This course will provide a brief introduction to several widely used language — FORTRAN, LISP, ADA, PL/I, C, and PROLOG to name a few. Fundamental design features of each language will be compared and contrasted.

COSC 727 Introduction to Systems Programming 3 cr. hrs.

This course is an analysis of system software including operating systems, compilers, assemblers, and pre-processors.

COSC 730 Numerical Analysis 3 cr. hrs.

This course will examine the methods employed in implementing various numerical techniques on a computer.

COSC 735 Graphics in Computing 3 cr. hrs.

Students will learn the procedures for producing computer graphics. Pixels, perspectives, coordinate transformation, and simulated motion are covered as well as various hardware and software tools.

COSC 740 Database Systems

3 cr. hrs.

This course studies the design and maintenance of large database systems. Various techniques are developed for different operating environments involving modelling, controls, and sharing.

COSC 745 Automata and Computability

3 cr. hrs.

This course provides the theoretical foundations for computing. Deterministic and non-Von Neumann finite state automata, and limits of computability.

COSC 793 Special Topics

ARR

The graduate faculty may offer current topics of import to the computer teaching field when sufficient demand is exhibited.

MUSIC

DEAN AND GRADUATE CHAIRMAN: David P. Swanzy, Ph. D.

ASSOCIATE DEAN: Edward J. Kvet, D.M.E.

PROFESSORS: Charles Braswell, Anthony Decuir, Philip Frohnmayr, Joseph Hebert, John Murphy, David Swanzy, Janet Swanzy

ASSOCIATE PROFESSORS: Dean Angeles, Richard Greene, Sanford Hinderlie, William Horne, Edward Kvet, John Mahoney, H. Jac McCracken, Mary Sue Morrow, Sylvia Pengilly

ASSISTANT PROFESSORS: Francine Peterson, Paul McGinley, Harry McMurray

The College of Music offers three graduate degrees: The Master of Music in Performance (voice, piano, organ, harpsichord, woodwind, brass, percussion or stringed instruments); the Master of Music Education; and the Master of Music Therapy.

The degree, Master of Music in Performance, is designed for students who wish to become professional performers or who wish to teach applied music at an advanced level.

The Master of Music Education degree is designed primarily for active members of the elementary or secondary teaching professions who wish to enhance their professional and artistic preparation. The intent of the degree is the overall development of academic and leadership capabilities.

The Music Therapy department offers a program of graduate study designed to provide opportunity to achieve advanced professional, behavioral and musical knowledge. In addition, techniques of scholarly writing and research are emphasized.

ADMISSION

In addition to University requirements for admission, the College of Music requires a performance audition (live or taped) for matriculation in the College. The required performance level may vary according to the degree program (MM or MME) specified by the applicant.

All MM and MME students must take placement exams in music history and music theory to ensure an adequate foundation in these disciplines before graduate study is begun. Depending on the results of these tests, students may be required to enroll in three credit hours of remedial music history (MUHL 700) and/or three credit hours of remedial music theory (MUTH 700); these courses will not count toward the degree. The exams should be taken prior to the first semester of enrollment. Without permission from the dean, students may not enroll in any graduate theory or history course until they have taken the exams and remedied any deficiencies.

Seminar in Research (MUGN 701) is normally taken during the first semester of enrollment. Students should not register for a graduate music history course unless they are enrolled in or have already completed Seminar in Research.

ADMISSION TO CANDIDACY

Students must petition the College of Music Graduate/Curriculum Committee for admission to candidacy after the following degree program requirements have been met:

Master of Music

- a. Bachelor of Music degree (or equivalent) from an accredited institution.
- b. Completion of 9 credit hours of non-remedial graduate coursework with a minimum grade point average of 3.0.
- c. Completion of remedial courses required as a result of the theory and history entrance examinations.
- d. Audition in the primary performance area.
- e. Completion of *Seminar in Research* with a grade of B or higher.

Master of Music Education

- a. Bachelor of Music Education degree (or equivalent) from an accredited institution, and teacher certification.
- b. Completion of 9 credit hours of non-remedial graduate coursework with a minimum grade point average of 3.0.
- c. Completion of remedial courses required as a result of the theory and history entrance examinations.
- d. Audition in the primary performance area (track II).
- e. Completion of *Seminar in Research* with a grade of B or higher.

Master of Music Therapy

- a. Bachelor of Music Therapy degree (or equivalent) from an accredited institution.
- b. Completion of the Work Values Inventory.
- c. Completion of 9 credit hours of non-remedial graduate coursework with a minimum grade point average of 3.0.
- d. Successful completion of a functional music proficiency examination administered by the music therapy faculty.
- e. Completion of *Seminar in Research* with a grade of B or higher.

COMPREHENSIVE EXAMINATIONS

Comprehensive written and oral exams (MM and MME students) will be taken during or after the final semester of course work. The three-hour written exam, which is graded pass-fail, will cover the student's major area, music history and theory. The student must pass two areas (three attempts allowed) before proceeding to the oral exam, which must be scheduled at least one week after the written exam.

The oral exam, which lasts from one and a half to two hours, will address any problems identified in the written exams and test the student's ability to synthesize knowledge in the various areas. If at least two members of the committee vote for a pass, the student may proceed with any remaining requirements for graduation. However, if two members deem the student's performance to be inadequate, the student will be informed of the areas of weakness and will be allowed to schedule a re-examination. If the student fails the re-examination, course remediation may be required prior to further re-examination.

Students enrolled in the MMT degree program should consult with the chairman of the music therapy department for specific requirements regarding comprehensive examinations.

GRADUATE COMMITTEE

For purposes of administering comprehensive exams (MM and MME students), a graduate committee will be selected for each student and consist of the following members:

- a. The student's applied teacher or the area coordinator.
- b. Instructor of Seminar in Research (MUGN 701).
- c. One member of the faculty, to be requested by the student.
- d. Dean or associate dean (ex officio).

The student should notify the dean or associate dean of his or her preference for the selected faculty member (c. above) early in the final term of enrollment. After a review of faculty load, the dean or associate dean will assign the committee and notify the student.

RESIDENCE

Graduate degrees offered by the College of Music require a minimum of one semester, or its equivalent in summer terms, as a full-time student. Ordinarily, two summer terms will be interpreted as meeting this minimum requirement. A student may enroll for a maximum of 16 credit hours during the regular terms and a maximum of 12 credit hours during the two terms (10 weeks) of a summer session. A full-time teacher who wishes to take courses during a regular term may enroll for a maximum of six hours per term.

MASTER OF MUSIC

The Master of Music in Performance consists of a minimum of 32 credit hours in advanced and graduate courses.

MM Curriculum

Minimums:
(cr. hrs.)

I. Applied Music	9
-required:	
<i>Recital</i> 3	
II. Music Courses	15
-required:	
Music History 6 ¹	
Music Theory 3 ²	
<i>Seminar in Research</i> 3	
III. Electives; ³ including ensemble credits and any university graduate courses	8
	Total minimum: 32
IV. The candidate must successfully complete written and oral comprehensive exams.	

¹According to the results of the entrance test, specific music history period courses may be required. In addition, three credit hours of remedial music history with a B or better may be required prior to enrollment in any graduate music history course.

²*Composition* will not fulfill this requirement. Depending on the results of the placement test one remedial course with a B or better may be required prior to enrollment in any graduate theory course.

³If approved by the student's advisor, six credit hours of non-music, undergraduate level courses may be acceptable, e.g. additional foreign language study for voice majors.

MASTER OF MUSIC EDUCATION

The candidate for the Master of Music Education degree will select one of the three degree tracks defined below.

Track I—This program is designed for students who are interested in research and are considering doctoral study. The program requires a total of 30 credit hours, six of which are *Thesis*. An oral examination in defense of the thesis as well as written and oral comprehensive examinations are required.

Track II—This program is designed for students who have strong ability in and who wish to emphasize performance. Requirements are fulfilled by 33 credit hours of coursework, three credit hours of which are for *Graduate Recital*. The candidate must successfully complete written and oral comprehensive examinations.

Track III—This program affords the candidate the opportunity to fulfill degree requirements by completing 36 credit hours of coursework followed by written and oral examinations.

MME Curricula:

	Track I Minimums: (cr. hrs.)	Track II Minimums: (cr. hrs.)	Track III Minimums: (cr. hrs.)
I. Music Education.....	9	9	9
-required:			
<i>Foundations of Music</i>			
<i>Education</i> 3			
<i>Contemporary Issues in</i>			
<i>Music Education</i> 3			
II. Music courses (MUTH, MUGN and MUHL offer- ings).....	9	9	12
-required:			
<i>Seminar in Research</i> 3			
<i>Music History</i> 3 ¹			
<i>Music Theory</i> 3 ²			
III. Education.....	3	3	3
IV. Electives ³ (to be selected from MUED, MUGN, MUPR, or MUPD offerings).....	3	9	12
V. <i>Recital</i>	0	3	0
VI. <i>Thesis</i>	6	0	0
Total Minimums:	30	33	36

The choice of the appropriate track for individual students will be determined by students in consultation with their advisors. This choice must be made prior to admission to degree candidacy.

¹According to the results of the entrance test, specific music history period courses may be required. In addition, three credit hours of remedial music history with a B or better may be required prior to enrollment in any graduate music history course.

²*Composition* will not fulfill this requirement. Depending on the results of the placement test, one remedial course with a B or better may be required prior to enrollment in any graduate theory course.

³If approved by the student's advisor, six credit hours of non-music, undergraduate level courses may be acceptable, e.g. additional foreign language study for voice majors.

MASTER OF MUSIC THERAPY

Music Therapy degree programs at Loyola University are approved by the National Association for Music Therapy (NAMT). Students who have not completed an approved undergraduate program in music therapy will be required to fulfill deficiencies. This coursework will be taken concurrently with graduate studies.

The Master of Music Therapy program consists of a minimum of 30 credit hours chosen from the following:

I.	<i>Required courses:</i> ¹	<i>Credit hours</i>
	MUTY 0402 701 <i>Seminar in Research</i>	1
	MUTY 0402 714 <i>Graduate Council</i>	1
	MUTY 0402 716 <i>Music Therapy VI</i>	3
	MUTY 0402 816 <i>Music Therapy VII</i>	3
	MUTY 0402 817 <i>Music Therapy VIII, or</i> PSYC 0236 305 <i>Experimental Design (Psychology)</i>	3
	MUTY 0402 707 <i>Psychology of Music II</i>	2
	MUGN 0404 810 <i>Thesis</i>	ARR
	MUTY 0402 818 <i>Clinical Training</i>	1
II.	Music Electives I: ²	5
III.	Psychology/Special Education Electives II: ³	9

Comprehensive written and oral examinations, including defense of the thesis, are requirements for graduation.

MUSIC GRADUATE COURSES

MUSIC EDUCATION

Subject Number: 0401

MUED 701 Foundations of Music Education 3 cr. hrs.

The historical roots and current philosophical issues in music education, European background and cultural influences, and current learning theories and their applications to the teaching-learning process in music.

MUED 704 Contemporary Issues in Music Education 3 cr. hrs.

Concentrating on the period from the 1950's to the present, this course will present the changes that have radically reshaped current music education.

MUED 800 Research in Music Education 3 cr. hrs.

Research techniques appropriate to music education, principles of research design, organization of the research report, and critical examination of research studies in music education. Emphasis on developing discriminating readers and interpreters of completed research.

**MUED 804 Administration and Supervision
in Music Education** 3 cr. hrs.

The role of the music consultant and music supervisor: Supervision of student teachers; development of positive relationships with teachers and staff, principles of effective supervision, and administrative responsibilities of music supervisors.

¹*Graduate Council* and *Clinical Training* may be waived, depending on students' background and experience.

²Diagnostic tests in music theory or music history must be taken prior to enrolling in any history or theory course.

³If approved by the student's advisor, six credit hours of non-music, undergraduate courses may be acceptable in areas where graduate level courses are not available.

MUSIC THERAPY

Subject Number: 0402

MUTY 701 Seminar in Research 1 cr. hr.
Techniques in research and writing necessary for the completion of theses or other formal documents. Required of all graduate music therapy students.

MUTY 707 Psychology of Music II 2 cr. hrs.
Techniques and instrumentation for research in the psychology of music. A formal research proposal and a completed research project are required.

MUTY 714 Graduate Council 1 cr. hr.
Council of music therapy graduate students whose function is the approval of research proposals and papers produced within the Department.

MUTY 716 Music Therapy VI 3 cr. hrs.
Seminar. Techniques of scientific writing and data collection. A completed experimental research project dealing with handicapped individuals is required.

MUTY 816 Music Therapy VII 3 cr. hrs.
Seminar. Original investigations in the field of music therapy.

MUTY 817 Music Therapy VIII 3 cr. hrs.
Advanced statistical analysis addressing research problems specific to music therapists. Computer-based statistical analyses employing: LISA, QSTAT, SPSS, complex analyses of variance, discriminate function analysis, multiple correlation, and non-parametrics. Independent Study.

MUTY 818 Clinical Training 1 cr. hr.
Students work under supervision in a clinical setting for a period specified by the Music Therapy Department.

MUSIC THEORY

Subject Number: 0403

MUTH 700 Theory Review Seminar 3 cr. hrs.
A review of music theory, from elements through tonal chromaticism and basic musical forms. Credit from this course *may not* count towards a degree.

MUTH 802 Pedagogy of Theory 3 cr. hrs.
Review of undergraduate theory course content with emphasis upon various presentations of theory, especially fundamentals. Course includes survey and analysis of selected, current music theory texts.

MUTH 808 Style Analysis I 3 cr. hrs.
Theoretical analysis of selected works in correlation with historical development of compositional practices. The effect of theoretical understanding and historical milieu upon performance is emphasized.

MUTH 809 Style Analysis II 3 cr. hrs.
Theoretical analysis of selected works of 20th century music with emphasis on how modern techniques of composition evolved from their theoretical ancestors.

MUTH 810 Composition 3 cr. hrs.
Private instruction in musical composition. Substantial theoretical background and experience in writing in neotonal styles is assumed. A rehearsed presentation of an original work written during the term is required. Creditable repeatedly.

MUSIC GENERAL

Subject Number: 0404

- MUGN 701 Seminar in Research** 3 cr. hrs.
Required of all graduate music students. Techniques in research and writing necessary to the completion of theses or other formal documents.
- MUGN 707 Psychology of Music II** 2 cr. hrs.
Techniques and instrumentation for research in the psychology of music. Lecture and laboratory.
- MUGN 796 Special Topics** ARR
- MUGN 799 Independent Study** ARR
Creditable as needed.
- MUGN 810 Thesis** ARR
Formal, written, research study of a specific area of music, music education or music therapy.

MUSIC PERFORMANCE

Subject Number: 0405

- MUPR 709 Advanced Instrumental Conducting** 3 cr. hrs.
Conducting techniques, score reading and analysis; literature, style and interpretation.
- MUPR 711 Advanced Choral Conducting** 3 cr. hrs.
Detailed study of advanced conducting problems; emphases on score reading and analysis; contemporary literature, style and interpretation.
- MUPR 712 Applied Study: Individual** ARR
Concentrated study of voice or of string, woodwind, brass, percussion or keyboard instruments. Students must display a degree of performance proficiency appropriate to graduate level work. Creditable as needed.
- MUPR 714 Functional Guitar I** 1 cr. hr.
Study of pedagogical techniques leading to basic performance competence.
- MUPR 715 Functional Guitar II** 1 cr. hr.
Prerequisite: Functional Guitar I. See MUPR 714. Continuation of pedagogical techniques leading to basic performance competence.
- MUPR 810 Graduate Recital** 3 cr. hrs.
A full, individual program of music of a level appropriate to graduate level study of applied music.
- MUPR 817 Major Ensemble** 1 cr. hr.
Regular rehearsal in music performance groups. Creditable as needed.
- MUPR 818 Minor Ensemble** 1 cr. hr.
See MUPR 817.
- MUPR 819 Chamber Ensemble** 1 cr. hr.
See MUPR 817.

MUSIC HISTORY AND LITERATURE

Subject Number: 0407

- MUHL 700 Graduate Review Music History** 3 cr. hrs.
The graduate review of music history is designed to prepare the student for graduate study in music history. It will focus mainly on the pre-classic periods and the 20th century. Credit from this course *may not* count towards a degree.

- MUHL 705 Music History — Medieval/Renaissance** 3 cr. hrs.
 Music from antiquity through the Renaissance, its philosophical and theoretical foundations; emphasis upon direct exposure to the music itself.
- MUHL 706 Music History — Baroque/Classic** 3 cr. hrs.
 The evolution of musical style and form in the Baroque and Classic eras, including composers from Monteverdi through Mozart and Haydn.
- MUHL 708 Music History — Romantic** 3 cr. hrs.
 Style and philosophy of 19th century music from Beethoven through Mahler and Strauss.
- MUHL 709 Music History — Contemporary** 3 cr. hrs.
 Music from the impressionists to the present, with primary focus upon the masterworks of the 20th century.
- MUHL 804 Solo Vocal Literature** 3 cr. hrs.
 A survey of solo vocal literature other than opera from the Baroque era to the present.
- MUHL 805 Choral Literature** 3 cr. hrs.
 Extensive study of choral literature and style from the Middle Ages to the present.
- MUHL 807 Opera Literature** 3 cr. hrs.
 Survey of opera from the 17th century to the present.
- MUHL 808 Keyboard Literature I** 3 cr. hrs.
 Keyboard music from the Elizabethan Virginal School through the French clavecinists; the late German Baroque masters, Bach and Handel; required listening.
- MUHL 809 Keyboard Literature II** 3 cr. hrs.
 Keyboard music from pre-classical composers to the present day; required listening.
- MUHL 810 Orchestral Literature** 3 cr. hrs.
 Survey of orchestral literature from the Baroque to the present including stylistic analysis of selected works.

MUSIC PEDAGOGY

Subject Number: 0408

- MUPD 700 General Music Pedagogy** 3 cr. hrs.
 Current issues and developments, teaching-learning systems, materials, media, teaching strategies, and research relevant to general music education at the pre-school, elementary, and secondary levels.
- MUPD 705 Keyboard Pedagogy** 3 cr. hrs.
 Teaching materials and literature for the upper intermediate and advanced levels of keyboard students; varying approaches to pedagogical problems encountered at these levels.
- MUPD 706 Vocal Pedagogy** 3 cr. hrs.
 Survey of various approaches to the teaching of singing with emphasis on the physiology and acoustics of the voice.
- MUPD 707 String Pedagogy** 3 cr. hrs.
 Past and present teaching techniques and materials; string instrument maintenance, repairing, and tone-modification adjustments.
- MUPD 708 Woodwind Pedagogy** 3 cr. hrs.
 Instructional materials: methods, solo and ensemble literature; embouchure, mechanical and acoustical difficulties peculiar to woodwind instruments.
- MUPD 709 Brass Pedagogy** 3 cr. hrs.
 Historical development of the capabilities of brass instruments; embouchure, acoustical and intonational considerations relating to performance and pedagogy; instructional materials and literature.

MUPD 710 Choral Pedagogy

3 cr. hrs.

Choral organization, blend, balance, intonation and vocal production; interpretation of literature; program building; rehearsal psychology.

MUPD 711 Guitar Pedagogy

3 cr. hrs.

Techniques of problem diagnosis, technical presentation, methodology and evaluation; supervised teaching of guitar classes, weekly meetings for reports, discussion and performance evaluation.

RELIGIOUS EDUCATION & PASTORAL STUDIES

DIRECTOR: Bernard Lee, S.M., Th.D.

OFFICE: 201 Stallings

ASSISTANT PROFESSOR: Kathleen O’Gorman, Ed.D.

ASSISTANT DIRECTOR FOR ADMIN.: Cecelia Bennett, J.C.L.

ASSISTANT DIRECTOR FOR TRAINING: Barbara Fleischer, Ph.D

ASSISTANT DIRECTOR FOR EVALUATION: Marcel Dumestre, Ed.D (Cand.)

ASSISTANT DIRECTOR FOR ENROLLMENT: Billie Baladouni, M.R.E.

VIDEO-PRODUCER: Todd McMahon, B.A.

The students, faculty and staff of the Loyola Institute for Ministry form a learning community gathered to enhance the quality of pastoral ministry in the Church. The Institute serves as an educational resource for professionals and paraprofessionals engaged in, or preparing for, ministry and religious education, as well as laity who want to address themselves intentionally to their ministry in the world. The Institute seeks an integration of knowledge of the Christian tradition, a sensitivity to the dynamics of the Church’s institutional life, a critical awareness of and appreciation for the times and cultures within which one works, and an awareness of one’s self and one’s abilities and limitations. The masters degree (M.R.E. and M.P.S.) and certificate programs address themselves to such an integration. The Institute also serves the continuing education needs of others who are admitted to courses and workshops as “listeners”.

ADMISSION TO UNIVERSITY

The admission process includes:

1. A formal completed application.
2. A Bachelor’s degree from an accredited college or university, with a minimum of 2.50 G.P.A.
3. Submission of all transcripts (official transcripts only) from colleges or universities previously attended.
4. A statement of educational purpose on a form supplied by the Institute.
5. Two recommendations (on forms supplied by the Institute) attesting to student’s capability for graduate study.
6. \$20 application fee.

ADMISSION TO CANDIDACY

The Institute offers courses of instruction leading to the degrees of Master in Religious Education and Master in Pastoral Studies for properly qualified students who have been admitted to degree candidacy.

To apply for candidacy the student must file a formal petition to the Institute’s Graduate Studies Committee on the basis of items listed below:

1. Not less than 12 credit hours nor more than 15 credit hours in the Institute’s graduate courses with a minimum grade point average of 3.0. Of these hours, at least nine must consist of credit in the core courses.
2. Currently registered for credit at Loyola.

Appropriate recommendations will be made by the Graduate Studies Committee to the Dean of City College as a result of their review. Degree candidates will be so notified and such notification will become part of their permanent records. Students

not admitted to candidacy will be informed of their deficiency. Removal of such deficiency under the direction of the student's advisor must take place within one semester. The student is to reapply for degree candidacy at the end of the semester.

COURSE REQUIREMENTS

The candidate must complete a total of at least 36 credit hours of graduate work (30 credit hours in LIMEX) including the work earned prior to his or her admission to degree candidacy. A course in which the student has earned a grade of D or F cannot be counted toward the completion of the credit hour requirement, but is used in determining the grade point average.

A degree candidate who earns a grade lower than C in any course is automatically placed on probation and his or her continuation in the program is subject to review by the Graduate Studies Committee.

SYNTHESIS SEMINAR

All students seeking the MRE or MPS must participate in the Synthesis Seminar, scheduled during each summer session (or randomly in LIMEX). A Synthesis paper is required for each student's final, integrating assignment. This final evaluation of the student's competencies allows participants an opportunity to integrate and synthesize the curriculum's key elements.

ACADEMIC ADVISEMENT

Each student consults with an Institute advisor in planning his or her full program of graduate courses. The student should meet each semester with an academic advisor. LIMEX students contact the Assistant Director for Evaluation for advisement as need dictates.

MASTER IN PASTORAL STUDIES OR RELIGIOUS EDUCATION

The masters programs are designed for ministers from among laity, members of religious orders, deacons, and clergy who seek to enhance the quality of their pastoral or educational ministry through systematic continuing education or are preparing for such work. Each phase of the program focuses on the development of ministers who are critically reflective about themselves, their vision, and their efforts. In Phase I, the minister identifies his or her educational goal for the program and critically reviews the theological assumptions underlying his or her ministerial action. Students are expected to take the Phase II courses which serve as the foundation of the program. However, specific courses may be waived based on a student's prior academic experience. The thrust of Phase III is the pursuit of ministerial specialization courses chosen in accord with the educational goals identified in Phase I. Phase IV facilitates synthesis as well as identifies new educational goals.

ON-CAMPUS CURRICULUM

Phase I (5 credit hours)

LIM 700	Method in Ministry (all)	2 cr. hrs.
LIM 701	Foundations of Religious Ed (MRE)	3 cr. hrs.
LIM 702	Foundations of Ministry (MPS)	3 cr. hrs.

Phase II (15 credit hours)

LIM 711	Jewish Roots (all)	3 cr. hrs.
LIM 712	Christian Origins (all)	3 cr. hrs.
LIM 721	Grace and Christ (all)	3 cr. hrs.
LIM 722	Church, Sacraments & Ministry (all)	3 cr. hrs.
LIM 723	Morality and Ethics (all)	3 cr. hrs.

Phase III (4 credit hours)

LIM 751	Helping & Human Relations (all)	2 cr. hrs.
LIM 760	Religious Education Seminar (MRE)	2 cr. hrs.
LIM 761	Ministries Seminar (MPS)	2 cr. hrs.

Electives (11 credit hours)

Electives in any of the following areas:	11 cr. hrs.
Religious Education, Scripture,	
Theology, Liturgics, Ethics,	
Pastoral Ministry, etc.	

Phase IV (1 credit hour)

LIM 875	Synthesis Seminar (all)	1 cr. hr.
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Total Credit Hours: 36 cr. hrs.

CERTIFICATE IN PASTORAL STUDIES OR RELIGIOUS EDUCATION (ON-CAMPUS)

The certificate in pastoral studies or religious education is awarded to persons who have completed a total of 18 hours of graduate study at the Institute for Ministry in a concentrated area of ministerial studies. Program requirements must be completed within four summers. Transfer credits from other institutions are not accepted.

LOYOLA'S INSTITUTE FOR MINISTRY EXTENSION PROGRAM

In cooperation with dioceses and other sponsoring agencies across the country, Loyola's Institute for Ministry is attempting to respond to the needs of ministry and education personnel who have limited access to educational resources by offering a Master of Religious Education or Pastoral Studies by extension. The 30-hour master's programs (also available on a non-credit basis) utilize printed course manuals and videotapes as well as peer group reflection in a structured process led by Loyola-trained and supervised facilitators. The program is designed to provide in-depth information and reflection on the theory and skills appropriate to persons in a variety of ministerial roles.

A complete prospectus as well as a Manual of Policies and Procedures on the Extension Program can be obtained from the Institute's office, Box 67, Loyola University, New Orleans, LA 70118.

EXTENSION PROGRAM CURRICULUM

- LIMX 700 Method in Ministry
- LIMX 711 The Jewish Roots of Christian Faith
- LIMX 712 Christian Origins
- LIMX 721 Grace and Christ
- LIMX 722 Church, Sacraments, and Ministry
- LIMX 723 Morality and Ethics
- LIMX 840 The Cultural Context of Ministry: Theory and Skills
- LIMX 860 The Personal Context of Ministry: Theory and Skills
- LIMX 861 The Institutional Context of Ministry: Theory and Skills
- LIMX 875 Synthesis Seminar

LOYOLA INSTITUTE FOR MINISTRY COURSES

Subject Numbers: 0572,1572 & 1573

LIM/LIMX 700 Method in Ministry 2/3 cr. hrs.
A theological and practical orientation to the curriculum for all students to learn a model for reflecting on their ministries in their contexts (culture, tradition, personal experience and institutions).

LIM 701 Foundations of Religious Education 3 cr. hrs.
An introduction to the foundational issues involved in Christian Religious Education. This course will address education as a problematic—a complex question—and surface some foundational issues regarding its meaning, purpose, and practice in a contemporary context. The goal of such an inquiry is to awaken in religious educators a sense of urgency, agency and participation in the emancipatory and transformative possibilities of their vocation.

LIM 702 Foundations of Ministry 3 cr. hrs.
M.P.S. students review theological orientation to ministry and deepen their understanding of the model of theological reflection. Introduction to systems theory, the role of minister as change agent, issues of power and authority, planning, program design, conflict utilization, and styles of leadership.

LIM/LIMX 711 The Jewish Roots of Christian Faith 3 cr. hrs.
This course explores the religious heritage of ancient Israel largely through reference to its sacred writing (the Old Testament). It examines the major themes of promise-fulfillment and covenant in Israel's history from the patriarchal period to the apocalyptic era which was the context of Jesus' life and teachings. The events, metaphors, symbols, stories, and persons which become the interpretive background for New Testament authors will be highlighted.

LIM/LIMX 712 Christian Origins 3 cr. hrs.
This course attempts to uncover "the kingdom of God" in the experience that Jesus effected during His earthly ministry. Parables, healings, table fellowship with outcasts and intimacy with "Abba" lead participants to a root understanding of Christian religious experience. The progress of faith developed in the network of Christian communities from Jesus' death/resurrection to the end of the first century in the common era will be studied.

LIM/LIMX 721 Grace and Christ 3 cr. hrs.
Students will explore these two foundational theological categories in terms of the fundamental shift in orientation from Trent to Vatican II. Grace as the universal invitation to transcendence and Christ as the supreme historical manifestation of that invitation, as well as its acceptance, will form the center of this creation-centered reflection on God-Person-World. Important moments in the history of Christian thought (patristic, scholastic, reformation, Tridentine) will serve as the historical background for this contemporary study.

LIM/LIMX 722 Church, Sacraments, and Ministry 3 cr. hrs.
An exploration of Vatican II's ecclesiology and developments in theology of Church and ministry since the Council. Students develop a contemporary understanding of "sacrament" and review the new Rites, their theological and pastoral meanings, and appropriate pastoral practice. A post-conciliar vision of the gathered and sent Church in mission to the world.

LIM/LIMX 723 Morality and Ethics 3 cr. hrs.
Students study the history of Christian morality as a background for exploring personal moral decision-making and social ethics today. A contemporary understanding of sin and moral choice introduces a consideration of moral norms, conscience, and decision-making. Students consider the bishops' pastorals on peace and the economy.

LIM 731 Sacraments and Morality 3 cr. hrs.
Living the Christian life is the theme of this course. Students will study the new sacramental rites in the context of the long history of Christian sacraments and learn a model for ethical decision-making which can be applied to the spheres of personal life, work/profession, and socio-political issues. Morality as an intentional response to God's love will serve as a focus for understanding ethical decision-making.

LIM 751 Helping and Human Relations Skills 2 cr. hrs.
A systematic review of the skills needed in helping-communication; small group participation to critique one's own relational style; developmental training in the interpersonal skills applicable to one-on-one or group situations.

LIM 760 Religious Education Seminar 2 cr. hrs.
A continuation of the work begun in Method in Ministry and Foundations of Religious Education. Students learn Groome's method of "shared Christian praxis" and focus on their own practice of religious education and the implications of their course work for it.

LIM 761 Ministries Seminar 2 cr. hrs.
A continuation of the work begun in Method in Ministry and Foundations of Ministry. Students explore the interplay of tradition, culture, institution, and personal experience through a guided process of reflection. They examine and evaluate critical incidents from their own specific ministries and broaden their knowledge of resources supporting these ministries.

- LIM 800 Topics in Religious Education** 3/1 cr. hrs.
An exploration of specific issues and concerns in Religious Education. Topics may include: history of faith sharing, experiential education, development of educational theory, educational programming, art of teaching, developing a community of educators, religious education in Latin America.
- LIM 803 Faith Development and the Life Cycle** 3/1 cr. hrs.
Students will explore the dynamics of human development from both a psychological and theological perspective. The stages of growth and the anticipated crisis points in personal development will indicate the issues that the believer must struggle with in childhood, adolescence, young adulthood, mid-life, and the mature years.
- LIM 804 Models of Religious Education** 3/1 cr. hrs.
This course is designed for those students who are already or soon to be Director of Religious Education. Four inter-related areas will be explored: the role and responsibilities of the DRE; administrative skills; models of educating and learning; and the prophetic dimensions of educational ministry.
- LIM 811 Old Testament Topics** 3/1 cr. hrs.
This course focuses on particular books or themes from the Old Testament collection. Topics may include Pentateuch, Prophets, the historical writings, or the Psalms; themes such as creation, promise—fulfillment, or ritual patterns may be considered.
- LIM 812 New Testament Topics** 3/1 cr. hrs.
This course explores specific books and themes in the New Testament literature. The focus may vary from the Pauline writings to the Gospel of John, from an inquiry into the teachings of the historical Jesus to the vision of the Church in the Pauline mission.
- LIM 821 Topics in Christian Theology** 3/1 cr. hrs.
This course explores specific issues in Christian theology, including the broad categories of sin, reconciliation, and political theory, or such issues as the contrast in ecclesiologies between Trent and Vatican II.
- LIM 825 Methods of Theological Reflection** 3/1 cr. hrs.
Students explore a variety of methods for theological reflection, including theology of story; journal keeping; process theology; liberation theology; the interaction of culture, tradition, and personal experience; and case studies. In any given semester one of these methods may become the focus of the course.
- LIM 832 Sacramental Topics** 3/1 cr. hrs.
This course focuses on particular sacraments or groups of sacraments such as Reconciliation or Marriage, sacraments of initiation or sacraments of healing. In any given semester the focus of this course will change to address particular sacramental concerns.
- LIM 835 Current Moral Issues** 3/1 cr. hrs.
Current moral issues in personal life, work/profession, and socio-political life are explored. Students will focus on a particular moral issue such as abortion or nuclear war or on the theoretical and practical implications of contemporary moral theory in a broad category of contemporary life such as sexuality or politics.
- LIM 836 Human Sexuality and Christian Faith** 3/1 cr. hrs.
The course explores the significance of human sexuality, its expression in personal experience and cultural influence.
- LIMX 840 The Cultural Context of Ministry: Theory and Skills** 3/1 cr. hrs.
A descriptive analysis of culture from multiple interdisciplinary perspectives. This course will enable participants to identify cultural resources and colleagues and to explore the problematic nature of culture's meaning, influence and activity from the particular vantage point of their ministry specialization.

- LIM 842 Peace and Justice Ministry** 3/1 cr. hrs.
This course explores the theoretical and practical issues involved in peace and justice ministry today. Particular issues such as the morality of nuclear war, world hunger, and human rights as well as pastoral approaches to community organizing and political participation will be studied in any given semester.
- LIM 843 Women's Issues in Church and Culture** 3/1 cr. hrs.
An exploration of the historical, psychological, and sociological factors which continue to influence the patriarchal tradition in the Western World. The course focuses on the perspective and experience women offer Church and society.
- LIM 850 Pastoral Counseling I** 3/1 cr. hrs.
The study of counseling as it arises in pastoral situations for ministers who are not counselors by profession. While introducing students to pertinent literature (Rogers, Clinebell, Egan), the course will focus on counseling skills such as the following: empathetic understanding, listening, restating the problem, clarifying, interpreting, and closing. Students will identify counseling pit-falls such as moralizing, premature advice giving, and avoidance. The course provides a theoretical framework for effective nonprofessional counseling.
- LIM 851 Pastoral Counseling II** 3/1 cr. hrs.
A development of the themes explored in Pastoral Counseling I. Students will become involved in exploring various theories of counseling and their practical applications in the pastoral setting. (Prerequisite: LIM 850, Pastoral Counseling I)
- LIM 852 Advanced Pastoral Counseling** 3/1 cr. hrs.
This course is limited to students who have already completed LIM 850 and 851 (or their equivalents). Students engage in critical reflection on the practice of pastoral counseling and expand their theoretical and technical knowledge of the art of pastoral counseling.
- LIM 853 Counseling the Adolescent** 2 cr. hrs.
The course blends a theoretical and skills approach to counseling the adolescent with a special focus on the role of the youth minister as a non-professional counselor. Develops understanding of theories of counseling, particular adolescent problems and ways to address them, communication and helping skills, and use of referral skills.
- LIM 855 Psychology and Spirituality** 3/1 cr. hrs.
An examination of psychological theories and classical theological models of spirituality.
- LIM 856 Topics in Christian Spirituality** 3/1 cr. hrs.
This course explores particular classical spiritualities such as St. Ignatius' spiritual exercises or the spiritual vision of Meister Eckhart, or more generic themes such as prayer and contemporary spiritual discipline.
- LIM 857 Spiritual Direction** 3/1 cr. hrs.
The course explores the art and method of discernment. It examines the traditions of the art as well as the contributions of psychology and Eastern religious perspectives.
- LIMX 860 The Personal Context of Ministry: Theory and Skills** 3/1 cr. hrs.
Participants will reflect critically on personal experience, probing the recurring themes of their lives in an effort to identify development and growth and to recognize the constraints and determine influences. Students will identify and utilize the skills, characteristics, perspectives and other resources they bring to their ministry specialization.
- LIMX 861 The Institutional Context of Ministry: Theory and Skills** 3/1 cr. hrs.
The course will explore the nature of institutions—their characteristics and functions. Participants will probe the implicit and explicit purpose and influence of their institutional context in order to learn how to relate to it effectively and utilize its potential and resources in their ministry practice.

- LIM 863 Introduction to Parish Social Outreach** 2 cr. hrs.
This course provides a basic overview of the following components of parish social ministry: theology, principles, processes of social services and social action, PSM and the diocesan structure, and the systems approach to social ministry. This course includes viewing models of PSM currently existing in diocesan parishes through presentations by parishioners working in those parishes.
- LIM 864 Family Life Education as Parish Social Ministry** 2 cr. hrs.
This course develops an understanding of the modern family in its many forms and issues facing familial systems. Focus is on developing both service and advocacy programs at the parish level, including self-help and support groups, peer counseling, inter-generational programming, youth and senior advocacy issues.
- LIM 865 Parish-Based Community Organizing** 2 cr. hrs.
Through the use of one of the national organizers' training programs, students receive intensive five-day skills training in value-based community organizing methodologies. Curriculum includes: models of parish-based community organizing, power analysis, leadership development and training, issue identification, mapping a campaign, negotiations, etc.
- LIM 866 Empowering Parish Leaders for Service and Action** 2 cr. hrs.
Based on the belief that all baptized Christians are called to ministry, this course will train students in the processes of leadership development at the parish level. Skills attained through lab experience will include: facilitation, basic group skills, teaching leadership dynamics, conflict resolution, problem-solving, enabling leaders, running meetings. The focus of this course will be on training students to be trainers.
- LIM 867 Administering and Organizing Parish Programs** 2 cr. hrs.
This course will provide students with the skills necessary to do parish program planning and implementation, evaluation, fund-raising, communications skills (including media, writing and speaking), needs assessments, management, and organizational development.
- LIM 870 Principles of Youth Ministry** 2 cr. hrs.
This is an overview of youth ministry that communicates the WHY of youth ministry through a coherent analysis of its foundations in theology, culture, psychology, development theory, and sociology. Special attention is given to describing the characteristics of Early, Middle, and Late Adolescence drawn from developmental (psychological, moral, faith development) and sociological research. The course also presents principles and approaches for ministry with youth in light of the foundations.
- LIM 874 Special Topics in Ministry** 3/1 cr. hrs.
Students will focus on particular topics critical to their concerns in ministry. Such topics as ministry to the sick and dying, ministry to the aged, ministry in minority communities will be explored in any given semester.
- LIM/LIMX 875 Synthesis Seminar** 1/3 cr. hrs.
This course provides students with an opportunity to synthesize their learnings and relate them to their own specific ministries. The ability to articulate a theology of ministry and to demonstrate a working knowledge of their degree focus brings closure to the L.I.M. experience.
- LIM 876 Leadership Processes for Youth Ministry** 2 cr. hrs.
Explores the role of the leader in Christian ministry by examining the theories, approaches, and processes for effective leadership, enables participants to diagnose their own leadership style and develop concrete ways to improve leadership ability.
- LIM 877 Leadership Skills for Youth Ministry** 2 cr. hrs.
Addresses the theories and skills that ministers need to work with people in order to develop participants' appreciation of their own personality and ministry style and how to work effectively with the style of others.

- LIM 878 Fostering the Faith and Growth of Youth Through Evangelization and Catechesis** **2 cr. hrs.**
 Explores the developmental and theological foundations of faith growth in adolescence, as well as the purpose, scope and approaches for evangelization and catechesis.
- LIM 879 Fostering the Faith and Growth of Youth Through Prayer and Worship** **2 cr. hrs.**
 Explores the interrelationship of growth in faith and spiritual development through a deepened understanding of the spiritual needs of adolescents and the contexts and means for nourishing spiritual growth.
- LIM 880 Ministry and the Arts** **3/1 cr. hrs.**
 This course explores the use of music, mime, art, dance, media, poetry and storytelling in ritual and religious education. The arts are considered as vehicles of theological expression and liturgical celebration.
- LIM 881 Ministry and Higher Education** **3 cr. hrs.**
 Students reflect on the history and current practice of ministry in higher education. The Newman movement and Catholic campus ministry developments since Vatican II, including the U.S. Bishops' pastoral on campus ministry will serve as a backdrop for the exploration of practical strategies for effective ministry on college and university campuses today.
- LIM 885 Religious Communication** **3/1 cr. hrs.**
 This course explores how a variety of communication media can benefit ministers in their particular settings. Both theory and practice of contemporary communication media, especially the use of television, are explored with hands-on experience.
- LIM 890 Special Topics** **3/1 cr. hrs.**
 This course number is used to offer courses on an infrequent basis. Typically, the course is offered once using this number with a unique title. For full description, contact the Institute office.
- LIM 897 Practicum** **3/1 cr. hrs.**
 Students wishing to explore the practice of ministry in specific contexts may apply to the director to arrange a three-hour practicum which will include a reflective paper and supervised experience.
- LIM 899 Independent Study** **3/1 cr. hrs.**
 Students may apply to the director for independent study based on specific situations or needs. Forms are available in the Institute office.

RELIGIOUS STUDIES

CHAIRMAN: James Gaffney, S.T.D.

OFFICE: 440 Bobet Hall

PROFESSORS: James Gaffney, Denis Janz, Earl Richard

ASSOCIATE PROFESSORS: Stephen Duffy, Robert Gnuse, Vernon Gregson, Fara Impastato, O.P., Daniel Sheridan

ASSISTANT PROFESSORS: Kenneth Keulman, Thomas Smith

The master of arts program in religious studies aims at providing a solid and well-rounded foundation in theology and religious studies.

The curriculum is conceived as a broad comprehensive approach to the study of religion and theology. The major concern is to develop in the degree candidate a capability of approaching the field with a sensitivity to scripture, the historical development of western theology, an ecumenical awareness, and an interdisciplinary mentality.

More specifically, the program hopes to provide a solid academic basis in theology and religious studies for its students, who will upon completion of their degree enter into a variety of occupations: teaching religion in high schools or on the primary level, functioning as religious education coordinators on the parish level, serving as staff members of Christian centers, conducting retreats and workshops, organizing and teaching in adult education programs, or working in diocesan offices of religious education. The program is also designed to accommodate those who wish to embark upon the first step to the doctoral degree in religious studies or theology and to priests, ministers, religious, and laity who wish to update their theological understanding. Finally, the program aims to service those who wish to develop their knowledge and understanding of religion as one of the major forces in the shaping of culture in human history.

ADMISSION TO CANDIDACY

A bachelor of arts degree or its equivalent from an accredited college or university is required for admission. Applicants normally must have an overall average of 2.5 in their undergraduate work.

Applicants must have an appropriate background in religious studies and philosophy. An applicant without such a background may be expected to take preliminary work in religious studies for undergraduate credit.

COURSE PROGRAM

Thirty-six credit hours must be obtained by either of two programs:

Program A: 36 class hours

Program B: 30 class hours + 6 hours of thesis preparation

Reading competence in at least one appropriate foreign language, ancient or modern is required. Competence in a foreign language will be determined by a departmental examination. Students must pass this examination before the completion of 12 credit hours of work.

Graduate Record Examination score prior to second semester of enrollment in the M.A. degree program.

Each student is required to complete the following seven courses:

One course in New Testament

One course in Old Testament

Ethics: Systems and Issues

One additional course in ethics

Two reading seminars in "Classical Christian Thinkers"

Religions of Asia

Each student is required to complete a total of four courses in one of the following possible areas of concentration:

Biblical

Ethical

Religious Studies

Upon completion of class requirements for either program A or program B, each student will take comprehensive examinations which will have both written and oral components.

An average of B must be maintained for all work.

RELIGIOUS STUDIES GRADUATE COURSES

Subject Number: 0238

RELS 704 Pauline Writings

3 cr. hrs.

An introduction to Pauline studies (life of the Apostle, epistolary genre), and an exposition of the thought of Paul and its development in his seven authentic letters with a focus upon Paul as pastoral theologian and his concepts of God's lordship, the nature and role of the Christ-event, and the consequences of this event for humanity. The course concludes with a survey of the Paulinist writers, i.e., those who later wrote in Paul's name.

RELS 706 The Synoptic Writers

3 cr. hrs.

Following a brief introduction to Synoptic research, the course studies each writer in turn, Mark, Matthew, and the author of Luke and the Acts of the Apostles, to discern their sources, structure, purpose, and theology with special attention to the uniqueness of each writer as narrator and thinker, to the story as a totality, and to the intended audience's response.

RELS 708 Johannine Literature

3 cr. hrs.

The course examines the uniqueness of the Johannine corpus (a gospel, a theological tract, and two letters) and community, with a focus on the background, composition, structure, and theology of the Fourth Gospel. Also the later documents produced by this unusual community as it merged into the wider Christian community will be examined.

RELS 710 Unity and Diversity in the New Testament

3 cr. hrs.

This course explores the New Testament documents to discern the differing cultural and theological perspectives that exist between them. By choosing representative texts and key issues the notions of NT theology, theological trajectories (whether christological, ecclesiological or ethical), the origins of heresy and early catholicism, and the development of the Jesus movement are examined.

RELS 712 Ethics: Systems and Issues

3 cr. hrs.

A basic course acquainting the student with main approaches to normative ethics, both personal and social, and to the analysis of ethical language and argumentation.

RELS 715 The History of Exegesis

3 cr. hrs.

This course presents an overview of the history of biblical interpretation from the Patristic age to the present. Participants will select an important biblical passage and trace the history of its interpretation.

RELS 718 Early Christian Thought

3 cr. hrs.

A study of the development of Christian thought through the ante and post Nicene periods to the end of the patristic period. Readings in primary sources.

RELS 720 Medieval Synthesis

3 cr. hrs.

The study of Christian thought from the end of the patristic period to the eve of the Reformation. Within this period interest will center on the three centuries between 1000 A.D. and 1300 A.D., the time within which the Middle Ages reached their apogee.

- RELS 722 Reformation and Counter Reformation** 3 cr. hrs.
An examination of the theological positions advanced by the principal reformers, e.g., Luther, Melancthon, Zwingli, Calvin, etc., plus the Roman Catholic response made at the Council of Trent.
- RELS 724 Theology in the 19th and 20th Centuries** 3 cr. hrs.
This course will trace the rise and development of liberal theology in Protestantism and Roman Catholicism during the period of clash between religion and modern science. The thought of Schleiermacher, Feuerbach, Kierkegaard, Ritschl, Harnack, Troeltsch, Vatican I, and Catholic Modernism will be reviewed.
- RELS 725 Theology of Vatican II** 3 cr. hrs.
An analysis of the main theological themes developed at the second Vatican Council.
- RELS 726 Classical Christian Thinkers I** 3 cr. hrs.
An introduction to key episodes in the history of Christian thought by way of reading recognized theological classics from the pre-Reformation era.
- RELS 727 Classical Christian Thinkers II** 3 cr. hrs.
An introduction to key episodes in the history of Christian thought by way of reading recognized theological classics from the Reformation and post-Reformation eras.
- RELS 728 The Christian God** 3 cr. hrs.
A study of the problem of belief as it evolved from the enlightenment period to the present; bearing of secularization process on God-talk and traditional approaches to God; an investigation of recent efforts by process thinkers to reconstruct the idea of God; implications for Christian theology and life.
- RELS 730 Christology** 3 cr. hrs.
A brief overview of New Testament Christology followed by a brief study of the development of the pre-Nicene views of Christ and his relation to the Father; the rise of heterodox counterpositions; the official response at various stages of dialectic culminating in the Council of Nicea, Constantinople I, Ephesus, and Chalcedon; contemporary critiques of the classical Christological model and recent revisions.
- RELS 732 Church and Sacraments** 3 cr. hrs.
A study of the theology of Christian sacraments: structure and function of sacramental economy; a theology of the symbol; the dialectic between rite and church; the relationship between sacramental life and secular existence; the religious import of non-Roman Catholic sacraments.
- RELS 733 Ecumenical Theology** 3 cr. hrs.
This course reviews the origins of Christian division and the motives for the restoration of Christian unity. It reviews recent theological literature and focuses on the joint statements of the Lutheran — Catholic dialogues.
- RELS 734 Eschatology** 3 cr. hrs.
An examination of the Christian doctrine of last things, i.e., death, resurrection, return of Christ, end of history, judgement, heaven, hell, purgatory, etc. Particular attention will be given to the contemporary theological discussion in dialog with secular thinking about the future. The thought of thinkers such as Rahner, Boros, Teilhard, Pannenberg, Moltmann, and Braaten will be considered.
- RELS 738 Theological Method** 3 cr. hrs.
A seminar discussion in the problems raised by philosophical theology for doing theology in the contemporary intellectual context. Readings will be taken from authors such as Lonergan, Rahner, Nygren, Gilkey, Ogden, Tracy, and Pannenberg.

- RELS 744 The Theology of Bernard Lonergan** 3 cr. hrs.
Bernard Lonergan has developed a contemporary theological method for the integration of religion with the other dimensions of human existence, principally the human and natural sciences and society. This method and philosophical basis will be studied in detail. Special attention will be directed to Lonergan's interpretation of religion, his understanding of Christianity, and the relation he develops between redemption and the liberation of the human person and the societies in which we live. A background in philosophy is recommended.
- RELS 746 Theology of Karl Rahner** 3 cr. hrs.
A reading survey of the writings of the theologian who has probably been the single most important thinker in the reshaping of contemporary Roman Catholic theology.
- RELS 748 Religions of Asia** 3 cr. hrs.
A study of Islam, Hinduism, Buddhism, Confucianism, Taoism, and Zen. Topics include: the nature of religion and of religious experience, the relationship of Christianity to other religions and the challenge of modernity.
- RELS 749 Islam, Muhammad and Qur'an** cr. hrs.
A study of the rise and development of Islam. The Qur'an will be critically read. Topics include: The life of Muhammad, Sunnah, Shiah, and The Shariah.
- RELS 750 Theology of Religion** 3 cr. hrs.
Is a unified understanding of religion possible given the diversity of religious manifestations? An inquiry into the history and contemporary status of attempts to answer that question.
- RELS 752 Christian Spirituality I** 3 cr. hrs.
A study of the development of Christian spirituality beginning with the early ascetics and coming to de Foucauld and L'Arche; the process is traced in the early martyrs, virgins and ascetics to the 20th century.
- RELS 754 Christian Spirituality II** 3 cr. hrs.
A study of the major currents of Christian spirituality, with serious attention being given to the principles of interior development and guidance of persons as taught by the major schools: Carmelite and Ignatian.
- RELS 755 Dynamics of Salvation** 3 cr. hrs.
A study of the history and contemporary status of theories of redemption.
- RELS 756 Theology of Grace** 3 cr. hrs.
A study of the doctrine of Grace as it emerged from the scriptures, the Patristic tradition, the medieval synthesis, through the reformation period down to the present era.
- RELS 758 Biblical Morality** 3 cr. hrs.
Historical exposition accompanied by individual research on selected texts that have strongly influenced Christian morality.
- RELS 760 Schools of Thought in Ethics** 3 cr. hrs.
Critical study of historical schools of thought in moral philosophy and theology with special attention to their influence on Christian norms, values, and practices.
- RELS 761 The Pentateuch** 3 cr. hrs.
Pentateuchal traditions will be assessed in terms of their literary quality, meaning, and inter-canonical relationships. Significant scholarly issues will be reviewed, for textual evaluation will be appropriated by the students.
- RELS 762 Biblical Wisdom Literature** 3 cr. hrs.
The didactic literature of the Old Testament will be evaluated in terms of textual, literary, philosophical, and existential categories. Relationships to other intellectual and theological perspectives will be assessed.
- RELS 763 Hebrew Prophets** 3 cr. hrs.
The prophetic corpus will be evaluated critically in literary, social-historical, and theological categories. Emphasis will be placed on the developmental process which culminates in new theological trajectories.

- RELS 764 Church History: U.S.** 3 cr. hrs.
The Church in colonial America — Spanish, French, and English; Catholics and the American Revolution; organization; expansion; trusteeism, bigotry; Provincial Councils of Baltimore; the Church and the Civil War issues; the Church on the frontier; Plenary Councils of Baltimore; the school question; nationalism; Ku Klux Klan; and the American Protestant Association; the heresy of Americanism; the Church and American labor; the Church and the American Negro and Indian; rise of the Catholic layman.
- RELS 765 History of Ancient Israel** 3 cr. hrs.
A study of the history of the ancient Israelites and Jews from 1200 B.C. to 70 A.D. and a consideration of the critical problems in reconstructing this historical experience. Issues will be viewed with the aid of literary, archeological, socio-historical, and theological perspectives.
- RELS 800 Social Ethics** 3 cr. hrs.
Investigation of methods and theories in social ethics, with attention to their political and economic implications and their relationship to Christian beliefs.
- RELS 802 War, Peace, and Global Justice** 3 cr. hrs.
An exploration of ethical issues of war, peace, and global justice in light of Christian ethical principles. The issues of pacifism and just war or just revolution will be explored.
- RELS 804 Theology of Liberation** 3 cr. hrs.
A study of the historical development of the theology of liberation in Latin America; the relationship between theory and praxis; the Gospel and Marxism; the quest for socio-economic justice and Christianity; implications for North American Christians.
- RELS 806 Bioethics** 3 cr. hrs.
The subject matter will be defined as the study of moral issues generated or significantly complicated by the biological sciences — theoretical and applied. The course surveys values and principles traditionally invoked, investigates a representative variety of cases in personal or professional behavior, and reviews recent trends in the literature.
- RELS 808 History and Theology of Liturgy** 3 cr. hrs.
An historical survey of the major developments in Christian liturgy from the New Testament to the present, with special emphasis on the rites and sacraments of Western Christendom.
- RELS 812 Phenomenology of Religious Experience** 3 cr. hrs.
This course unfolds the existential foundations of theological reflection and of phenomenological theology by tracing the meaning and structure of religious experience to its existential foundations.
- RELS 816 Philosophy of Religion** 3 cr. hrs.
A study of the rational status of belief in and beliefs about God, illustrated by writings typical of several different philosophical perspectives.
- RELS 820 Psychology of Religion** 3 cr. hrs.
A general introduction to the psychological study of religious behavior, comprising a short history of the subject with special attention to classic writings since 1890, a review of outstanding theories and methods, and a representative sampling of recent research, especially on personality and development.
- RELS 822 Sociology of Religion** 3 cr. hrs.
An introduction to the major issues in the sociology of religion, including topics such as: defining religion; the process of institutionalization; church and sect; religion as organization; the sociological study of secularization; recent survey research on religion in American society.
- RELS 830 Hindu Theology** 3 cr. hrs.
A study of the rise and development of Hindu Theistic Thought in the millennium following Shankara 788-820 A.D.). The schools of identity, of difference, and of difference-in-identity will be critically studied.
- RELS 891 Thesis I** 3 cr. hrs.
- RELS 892 Thesis II** 3 cr. hrs.

RELS 893	Directed Reading	3 cr. hrs.
RELS 894	Experimental Course	3 cr. hrs.
An experimental course is a course of any activity type which is offered on an ad hoc basis.		
RELS 896	Seminar/Workshop	ARR
A seminar is a supervised group of students sharing the results of their research on a common topic. A workshop is a supervised group of students participating in a common effort.		
RELS 898	Research Project	ARR
Focuses on empirical or historical investigation, culminating in a written report.		
RELS 899	Independent Study	ARR

STUDENT LIFE

Student Life at Loyola is based on the philosophy that education occurs in the context of total human development. Development of the whole person involves not only the intellectual development of the student but also the moral, social, cultural, and physical development of the individual. Programs and services exist which provide opportunities for this total educational experience.

COUNSELING, CAREER DEVELOPMENT AND PLACEMENT CENTER

The Counseling, Career Development and Placement Center offers services for students wishing personal-social counseling, assistance in identifying and developing appropriate academic and career goals, and development of greater self-understanding through interest, aptitude, and ability testing. These services are provided by a well-qualified professional staff. Confidentiality of information shared between counselor and student is at all times respected.

Helping students prepare for and locate employment opportunities is another service of the Center. Current listings of full and part-time jobs as well as information on summer jobs and internships are available. Assistance in obtaining career employment is provided for graduating students. This service includes job search seminar, on-campus recruitment by major local and national firms, a credentials file service and assistance in developing job seeking skills to increase the likelihood of securing entry level employment in keeping with long term career goals.

SPIRITUAL LIFE

Loyola University is a Catholic, Jesuit university. Toward this end, Campus Ministry strives for the complete integration of Catholic and Jesuit spirituality within the entire university community. Members of this staff strive for total availability and a person-centered rather than a project-centered ministry. They are available at all times to guide, counsel, and advise.

STUDENT HOUSING

Loyola operates three residence halls, Biever Hall which houses undergraduate men and women, Buddig Hall which houses undergraduate women, and Cabra Hall on the Broadway campus which houses Law/Graduate and upperclass men and women. The Office of Residential Life also provides an off-campus housing listing. There are no accommodations for married students on campus.

Cabra Hall is a five story residence hall housing 215 students, 54 per living floor, in 6 (eight-person) suites and 1 (seven-person) suite. The Hall is centrally heated and air conditioned. All rooms are for double occupancy and are furnished with two closets, two single beds, two chests of drawers, two desks, and local telephone service. Cabra Hall facilities include a kitchen with a microwave oven, sundeck, vending services, storage room, 3 laundry rooms, ice machine, computer room, T.V. lounge, etc. A convenient transportation system links the Broadway campus with the main campus, located approximately two blocks away.

Residents of residence halls are subject to the housing policies which are promulgated in the Student Handbook. Full-time professionally trained personnel are provided in all the residence halls to aid students in achieving personal and educational goals. Resident assistants, located on each floor, help provide a well-

balanced social and educational atmosphere. Residence halls have live-in resident counselors who are Jesuit priests, Catholic sisters, or lay individuals who have training and experience in the areas of human development.

Requests for accommodations should be forwarded directly to the Office of Residential Life following notification of acceptance to the University. Reservations are confirmed only after receipt of a signed contract and a \$100 application fee, which is not refundable in the event the student cancels prior to July 1. Students must present proof that adequate accident - sickness insurance coverage. Housing contracts are for both the fall and spring semesters.

STUDENT HEALTH SERVICE

Loyola's health service is for both resident and nonresident, full-time and part-time students who have provided the health service with a completed medical history form. The Student Health Service is directed by a Registered Nurse (Administrative Director) under the supervision of a medical doctor (Medical Director). The Health Service staff also includes another Registered Nurse and a full-time Licensed Practical Nurse who resides on campus and is responsible for emergency evening medical care. Trained student Health Assistants are available on campus for night, weekend and holiday emergency medical referral service. Four days a week, a physician is available during designated hours to see students. The Health Service also maintains extensive lists of off-campus medical specialists for students requiring special care. Treatments by health center personnel are provided at no charge to the student. Medicines, referrals to off-campus medical specialists, laboratory tests, and hospitalization are at the student's expense. All services provided and communications with medical personnel are confidential as dictated by the medical code of ethics.

For good cause, the university may require a physical or psychiatric examination while a student is in attendance. Results of these examinations may be used to determine a student's suitability to continue in attendance at the university.

HEALTH INSURANCE

The university sponsored health insurance program covering sickness and accident is strongly recommended for all students, especially those students who are from out-of-town. Resident students are required to present proof of personal health insurance coverage or they must enroll in the university endorsed health insurance plan. The group plan covers a student for 12 months for a yearly premium. Plans for married students and their families are also available. Students desiring health insurance information should contact the Student Health Service.

CAMPUS SECURITY

Campus Security provides all day law enforcement services to the main and Broadway campus on a 24-hour a day basis, throughout the year. Officers are commissioned in accordance with the provisions of Louisiana law R:S: 17-1805 and have full police powers on and off the campus. In addition to these services, Campus Security provides for the registration of vehicles, the free use of engravers for marking property, and a central lost and found service. Additionally, the Security Office conducts various personal safety awareness campaigns to prevent losses and inform the community of any problems which arise. In addition to these routine services, Campus Security attempts to assist the campus community in any problems which they may have. The central administrative office for Security is located on the main campus, with a branch office in St. Mary's Hall on the Broadway Campus

CAMPUS PARKING

Parking for residents, day and evening commuter students and summer school students is available on campus with the purchase of a semester, academic year or summer session Parking Decal or by paying an hourly rate in the Parking Garage. Students park primarily in the University Parking Garage located on Freret Street or on designated surface spaces. The campus is patrolled twenty-four hours per day and all University Parking Regulations are in effect at all times. Campus Parking Regulations are published in the Loyola University Student Handbook.

For information on purchasing Parking Decals, Parking Rates, or Parking Regulations, contact Loyola Campus Security, 865-3434

IDENTIFICATION CARDS

Picture identification cards for new students are free during the registration period. After the start of classes all cards cost 10.00 each. Only one I.D. card is allowed per student, all others must be turned in to Security. The cards are used for admittance to Recreational Sports Complex, campus events, and for other activities. They are required for use of campus library facilities.

Students must obtain their Loyola identification cards from the Security Office and have them on their persons at all times to present to university officials on demand. Loan of the card to anyone is prohibited. Use of another's card subjects the user, and the loaner, to a fine and/or disciplinary action. Lost or stolen cards must be reported immediately to the Campus Security Office. There is a \$10.00 charge for replacement cards. I.D. cards are used for the full term of enrollment at Loyola. Cards must be validated at the beginning of each semester in the Security Office on the main campus.

INTERNATIONAL STUDENT AFFAIRS

The Office of International Student Affairs serves the more than 300 international students currently at Loyola. International students include students with F-1, J-1 or other non-immigrant visas, students who are not citizens of the United States, students whose first language is not English, and students who do not reside within the continental United States.

The primary function is to provide international students with whatever assistance is needed in adjusting to life here in the U.S. and at Loyola, where it involves cultural, linguistic, academic, financial, immigration or personal questions. The office coordinates all university programs for international students. In addition, it serves as the liaison between international students and the various university administrative and departmental offices, agencies of the United States government, foreign governments, and private organizations. All student and exchange visitor immigration matters are handled through this office.

Through a wide variety of programs, the office encourages interaction between international students and the university and local communities. Through this interaction, all participants develop an appreciation of other cultures and of their own and maximize their social, cultural, and academic experience.

The director serves as advisor to the International Student Association, a social and cultural organization. In addition, a file is maintained of study abroad materials for all Loyola students interested in studying in another country. The Loyola University-sponsored health insurance is a requirement for all students whose permanent place of residence is outside the Continental United States. Each admitted student will receive the application and information about this insurance prior to their attendance at Loyola.

LOYOLA INTENSIVE ENGLISH PROGRAM

Loyola Intensive English is a non-credit program specifically designed for persons who wish to learn English as a second or foreign language. It is intended to help those who need to learn, improve, or perfect English skills for academic reasons, for job-related reasons, or for personal enrichment. The emphasis is on speaking, oral comprehension, reading and writing, but Loyola's special interest is in the integration of these different skills into fluency and competence in English. Loyola's program is compact and personal. Classes are never larger than 15 students, and most classes are considerably smaller. As a result every student receives a great deal of individual attention.

Loyola's Intensive English offers courses for four hours per day, Monday through Friday. These 20 hours a week of formal classes are supplemented by other language-learning activities, such as the tutorial program, language labs, a computer lab, lectures, and special activities. Students are individually tested and evaluated at the beginning of each course to determine their present competency in English and are placed at an appropriate level according to their proficiency. Along with evaluations of performance, the Intensive English program provides career counseling and advice about admissions procedures to colleges and universities.

Acceptance to the Intensive English Program does not guarantee further admission to Loyola's regular degree-granting courses of study. Some students may qualify to take regular academic courses along with their Intensive English courses, but must submit applications for admission as regular academic students with their applications for admission to Intensive English. Financial aid is available for students who are American citizens or permanent residents.

A unique feature of Loyola's Intensive English is the tutor program. Tutors are advanced Loyola students, all native speakers of English, who have special training in language teaching or particular skills in instruction. Students meet with tutors for a minimum of three hours per week. Tutors will develop formal and informal relationships with small groups of Intensive English students and will provide the opportunity for extended conversation and practice in English. The program is coordinated by the Office of International Student Affairs.

COMMUTER RESOURCE CENTER

The Commuter Resource Center contains carpooling information, campus shuttle information, literature on campus programs and services, telephones, typewriters, maps, bus schedules, a message center and other information that involves life both on and off campus.

The Commuter Resource Center is staffed by trained student employees to assist students in finding the services, facilities and programs they need. The Computer Informer is a combination calendar and resource forum that identifies new services, programs and special opportunities designed for commuter students.

The Office of Residential Life coordinates off-campus housing information to assist students who are interested in that living option. The listing is computerized and provides prospective off-campus residents a detailed listing of apartments available in the local area.

STUDENT ACTIVITIES

There are approximately 75 student organizations recognized and active on the Loyola campus. They are classified in the following categories: professional and academic societies, religious organizations, service organizations, club sports, social fraternities, honorary fraternities and organizations, social sororities, special interest

organizations, and student communications media. A complete listing of all recognized organizations is available in the Student Activities Office.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association consists of elected members representing the four colleges and the School of Law. The SGA acts as the voice of the student body to the university. Through this body, students act as members on most of the university committees in an effort to insure input in areas of student concern. The SGA sponsors programs and services as well as funding student organizations of the university. Meetings of the SGA are held once a week and are open to all students and members of the university community.

THE UNIVERSITY CENTER AND STUDENT ACTIVITIES

The Joseph A. Danna Center is the university center for Loyola University. Its mission is to provide services, facilities and programs for the entire university community. Objectives established for the university center by the Danna Center Governing Board aim at making it a campus center where all members of the university can meet, formally and informally; provide services and facilities to the university; complementing the educational goals of Loyola by providing cultural, social and recreational programs; and maintaining the Center as an open forum where all sides of issues may be discussed.

The University Programming Board is the campus-wide programming entity responsible for delivering the cultural, social and recreational programs for the university. This organization, whose membership consists of student volunteers, establishes a vital link to quality out-of-classroom experiences.

The facilities of the Joseph A. Danna Center provide the environment for the University Programming Board, the Student Government Association, and student organizational activities. In addition to containing food services, a bookstore, lounges, Student Affairs offices, meeting rooms, student organization offices, an art gallery, a service mall and recreational areas are located in the Center.

RECREATIONAL SPORTS

The Department of Recreational Sports offers a comprehensive program which provides students with opportunities to participate in competitive and non-competitive, organized and informal recreational activities. Through the intramural sports program, instructional sports, provision of facilities, club sports, the outdoor adventure program and extramural sports, the department works to meet the university community's needs.

The newly completed Recreational Sports Complex is a multi-faceted facility which consists of six multi-purpose courts for tennis, basketball, volleyball, soccer and other activities; five racquetball courts, a natatorium and diving pool a whirlpool; an elevated jogging track; locker rooms with sauna and steam rooms; a weight room with free weights and machine weights; and multi-purpose rooms for fitness activities. Family members of students may join the RecPlex for a minimal fee.

Students participating in the intramural program or other recreational sports are responsible for ensuring that they are medically able to withstand the rigors of the Physical activity in which they plan to engage. Likewise, all students should have sufficient personal injury insurance in the event of an accident.

ADMINISTRATORS AND FACULTY

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UNIVERSITY ADMINISTRATORS

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Campus Ministry Rev. Neal W. McDermott, O.P., D.M., *Dean*

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and Dean of Faculties Rev. George F. Lundy, S.J., Cand. Ph.D.

College of Arts

and Sciences William W. Eidson, Ph.D., *Dean*

Assistant Dean Claire A. Paolini, Ph.D.

College of Business Administration J. Randolph New, Ph.D., *Dean*

Associate Dean Michael T. Saliba II, Ph.D.

College of Music David Swanzy, Ph.D., *Dean*

Associate Dean Ed Kvet, D.M.E.

City College Julianne Maher, Ph.D., *Acting Dean*

Loyola Institute

for Ministry Bernard Lee, S.M., Th.D., *Director*

School of Law *Dean*

Associate Dean James M. Klebba, J.D.

Institutional Research John F. Sears, M.B.A., *Director*

Grants & Research Gary Talarchek, Ph.D., *Director*

University Librarian Mary Lee Sweat, M.L.S., M.B.A.

ADMINISTRATION

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Admissions Nan Massingill, M.Ed., *Director*

Institute of Human Relations David Marr, *Director*

Personnel Susan Gilbert-Locascio, B.S. *Director*

Registrar's Office Bobs M. Tusa, Ph.D., *University Registrar*
 Scholarships and Financial Aid E. P. Seybold, Jr., J.D., *Director*
 Upward Bound Mattie M. Stone, M.Ed., *Director*

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 Assistant Vice President Jay Calamia, B.S.
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 Energy Management Manuel M. Vega, Jr., *Director*
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INSTITUTIONAL ADVANCEMENT

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THE STORY OF LOYOLA UNIVERSITY

The Jesuits were among the earliest settlers of New Orleans and Louisiana. A Jesuit chaplain accompanied Iberville on his second expedition. The fathers are credited with introducing the growing of sugar cane to Louisiana, paving the way for one of the state's prime industries. They probably brought this from their West Indies farms and planted it on the plantation they bought from former Governor Bienville in 1725. This tract, used by the Fathers as a staging area or supply base for their activities in ministering to the needs of settlers and Indians in the up-country, was located "across the common" (now Canal Street), running along the river to about Jackson Ave. When the Jesuit order was banned from the French colonies in 1763, the land was sold at public auction.

The city's leaders, including Bienville, had long hoped for a Jesuit college. After the Jesuit order was restored, the Bishop of New Orleans implored the Jesuits in France to come to the city. In 1837 seven Jesuit priests arrived. After weighing several sites, they decided that Grand Coteau, in St. Landry Parish, was a better site for their boarding college than the fever-ridden city.

Meanwhile, New Orleans continued its dramatic growth, despite yellow fever. The desire for a Jesuit college here intensified in both the citizens and the fathers. In 1847 the priests bought a small piece of the same land they owned nearly a century before and in 1849 the College of the Immaculate Conception opened its doors at the corner of Baronne and Common Streets.

This college became a well established and beloved institution. As the city grew, however, it became obvious to Rev. John O'Shanahan, S.J., superior general of the province, that the downtown area would become too congested for a college. He began looking for a suburban site.

The Cotton Centennial Exposition in 1884 had given impetus to the development of the uptown section of the city, especially around Audubon Park. This area was reached by the New Orleans and Carrollton Railroad which ran from Lee Circle to the City of Carrollton on the present roadbed of the St. Charles streetcar line. Father O'Shanahan learned that a large site directly across from the park was available. This was the site of the Foucher Plantation, owned by Paul Foucher, son of a New Orleans mayor and son-in-law of Etienne de Bore, famed as the granulator of sugar from cane syrup.

The entire Foucher site was offered to Father O'Shanahan for the sum of \$75,500. It included the land now occupied by Loyola and Tulane universities, Sophie Newcomb College, and Audubon Place. The priest's advisors dissuaded him from purchasing this lest the acquisition of such a large tract bring on the charge of commercialism. He acceded, but said later he wished he had not since he could have within 10 days sold enough of the property "to pay for the entire tract I bought and to put aside a sinking fund for the education of our young men."

The section of the Foucher estate Father O'Shanahan bought in 1886 fronted on St. Charles and ran approximately to the Claiborne canal. It was purchased with the assistance of Chief Justice Edward Douglass White, a Jesuit alumnus, and the Brousseau family.

The price was \$22,500, paid in three installments at six percent interest. On the day the act was signed, the fathers were offered \$7,500 more for the property.

In May, 1890 the parish of Most Holy Name of Jesus was established for the area. Rev. John Downey, S.J., was the first pastor. A frame church, known affectionately among Orleanians as "little Jesuits," was built and Mass was celebrated in it in May, 1892.

In 1904, the long-planned Loyola College, together with a preparatory academy, opened its doors. First classes were held in a residence located to the rear of the church on what is now Marquette Place. First president was the Rev. Albert Bieber, S.J., who was appointed by the provincial, Rev. William Power, S.J.

The college grew steadily. Father Bieber promised and did give a holiday when the student body reached 50. In 1907 Father Bieber called a meeting of prominent Catholic laymen to plan for a new building. Acting chairman was W. E. Claiborne. Out of his group grew the Marquette Association for Higher Education with B.A. Oxnard as chairman. This group, with the assistance of its ladies auxiliary, was responsible for the building in 1910 of Marquette Hall, queen of Loyola's buildings and centerpiece of its campus horseshoe.

Strongly encouraged by Archbishop Blenk and prominent New Orleanians, the Jesuits and the Marquette Association had several years previously begun to make plans for expansion to a university.

In 1911 the Jesuit schools in New Orleans were reorganized. Immaculate Conception College became exclusively a college preparatory school and was given the preparatory students of Loyola College. The downtown institution relinquished its higher departments — what are now known as college programs — to Loyola, which was in the process of becoming a university.

On May 28, 1912, a bill was introduced in the Louisiana Senate by Senator William H. Byrnes, Jr. of Orleans Parish which proposed to grant a university charter to Loyola. It was passed unanimously and sent to the State House of Representatives. There was some backstage opposition and Father Bieber, fearing a fatal snag, made an impassioned speech to the house. The bill passed and on July 10, 1912, the governor signed the act authorizing Loyola to grant university degrees.

Under the direction of the dynamic Father Bieber and with the advice and financial support of New Orleans citizens, the new university grew dramatically. Thomas Hall, residence for the fathers, was dedicated in 1912. The new church known as the McDermott Memorial, with its soaring tower arose in 1913.

In that year also the New Orleans College of Pharmacy, incorporated in 1900 by its founder, Dr. Philip Asher, chose to affiliate with Loyola. In 1919 the college merged completely with the university. The college was discontinued in 1965.

The School of Dentistry was organized in 1914 with Dr. C. Victor Vignes as first dean. First classes were held in Marquette Hall. The school was transferred to Bobet Hall when that building was completed in 1924. The college was phased out between 1968 and 1971 and picked up a class a year by the Louisiana State University Medical Center.

The School of Law was also established in 1914 with Judge John St. Paul as founding dean. First classes were held at night in Alumni Hall near the College of Immaculate Conception. However, after the first year they were moved to the new university. In 1973 the Law School moved into an ultra-modern building specifically designed for that purpose.

Dr. Ernest Schuyten had founded the New Orleans Conservatory of Music and Dramatic Art in 1919. It was first located at Felicity and Coliseum Streets, and later moved to Jackson Ave. and Carondelet St. It was incorporated into Loyola University in 1932 as the College of Music. The next year it moved to its present home on campus with Dr. Schuyten as dean.

From 1926 to 1947 a four year degree program leading to a bachelor of science degree in economics was offered by the College of Arts and Sciences. In 1947 the department of commerce of A & S expanded into the full-fledged College of Business Administration granting a bachelor of business administration degree. The college moved into Stallings Hall, shortly thereafter. Dr. John V. Conner was the first dean. In 1950 the college was admitted to associate membership in the American Assembly of Collegiate Schools of Business, and in 1957 the college was admitted to full membership. In 1983 the College was renamed the Joseph A. Butt, S.J. College of Business Administration in honor of Jesuit priest who taught generations of Loyola business students. The College moved to Miller Hall, its present home, in 1986.

The university thus has a colorful and distinguished history marked by the zeal and scholarship of the Jesuit fathers and the valued advice and support of leading citizens of New Orleans. Hundreds of the city's top leaders received their education from the Jesuits at Loyola University, or its predecessor, the College of the Immaculate Conception. Teachers, scientists, attorneys, pharmacists, musicians, and business executives call Loyola their alma mater.

Loyola has a colorful sports history. The doubledecker stadium on Freret St. was the scene of exciting football games, including the first collegiate night game in the south. Olympic and national champions have worn the maroon and gold. Intercollegiate athletics was discontinued in 1972.

Loyola in 1964 completed major physical plant expansion with the dedication of three new buildings, a 404-student residence hall, a university center named "Dr. Joseph A. Danna Student Center," and a central heating cooling plant. In 1967 Buddig Hall, a 412-student women's residence, was dedicated.

In 1969, the university completed the largest academic structure in its history, the 180,000-square-foot J. Edgar Monroe Memorial Science Building. This impressive structure houses science oriented departments.

In 1984, the university purchased the 4.2-acre Broadway Campus, formerly the campus of St. Mary's Dominican College. The Broadway campus, located on St. Charles Avenue at Broadway, is a few blocks from Loyola's main campus. Major renovations were completed to two existing buildings in 1986, creating modernized housing for the School of Law and Law Library.

In 1986, a 115,000-square-foot Communications/Music Building was dedicated. The building, constructed on the corner of St. Charles Avenue and Calhoun Street, houses the Communications Department and the College of Music. The building boasts, in addition to the latest technology for broadcasting and music studios, the 600-seat Louis J. Roussel Performance Hall.

The six-level Recreation Sports Complex was dedicated in February, 1988. The first four floors are parking with the top two floors a recreation center.

Today Loyola is the largest Catholic university south of St. Louis in an area extending from Arizona to Florida. It is open to students of all faiths.

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ACADEMIC CALENDAR

University-Wide

FALL SEMESTER 1989

August

- 17 Thursday.....New Students Arrive and President's Convocation
17-22 Thursday-Tuesday.....Orientation for New Undergraduate Students
18 Friday.....Registration for Law School Freshmen
21 Monday.....Registration for Evening and Graduate Students
and for Law School Upperclassmen
Freshmen Law Classes Begin
22 Tuesday.....Registration for Undergraduate Day Division Students
Drop/Add for Enrolled Students
Upperclassman Law Classes Begin
23 Wednesday.....Undergraduate and Graduate Classes Begin
24 Thursday.....Late Registration and Drop/Add for a Fee Begin
25 Friday.....Last Day to be Admitted and Registered
29 Tuesday.....Last Day to Drop/Add
31 Thursday.....Mass of the Holy Spirit

September

- 4 Monday.....Labor Day Holiday

October

- 2 Monday.....Loyola Day Holiday for Day Classes
25 Wednesday.....Last Day to Withdraw
30- Monday-Friday.....Spring 1990 Early Registration

Nov.

10

November

- 1 Wednesday.....All Saints Day Holiday
21 Tuesday.....After Last Class, Thanksgiving Holidays Begin
for Undergraduate and Graduate Students
22 Wednesday.....After Last Class, Thanksgiving Holidays Begin
for Law Students
27 Monday.....Classes Resume
29 Wednesday.....Last Law School Classes

December

- 4-16 Monday-Saturday.....Law School Examinations
5 Tuesday.....Last Evening Classes
5-6 Tuesday-Wednesday.....Continued Early Registration
6 Wednesday.....Last Day Division Classes
6-14 Wednesday-Thursday.....Evening Division Examinations
8-14 Friday-Thursday.....Day Division Examinations

SPRING SEMESTER 1990

January

4	Thursday	President's Convocation
7	Sunday.....	New Students Arrive
8	Monday	Registration for Evening and Graduate Students Orientation for New Undergraduate Students
9	Tuesday.....	Registration for Undergraduate Day Division Students Drop/Add for Enrolled Students
10	Wednesday	Undergraduate and Graduate Classes Begin
11	Thursday	Late Registration and Drop/Add for a Fee Begin
12	Friday	Last Day to be Admitted and Registered Registration for Law Students
15	Monday	Martin Luther King, Jr.'s Birthday Holiday
16	Tuesday.....	Law Classes Begin
17	Wednesday	Last Day to Drop/Add
19	Friday	Last day for Law Students to be Admitted and Registered
24	Wednesday	Last Day for Law Students to Drop/Add

February

26-Mar. 2

Monday-Friday	Mardi Gras Holidays
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March

5	Monday	Classes Resume
30	Friday	Last Day to Withdraw

April

2-11	Monday-Wednesday	Summer/Fall 1990 Early Registration
11	Wednesday	After Last Class, Easter Holidays Begin
16	Monday	Classes Resume for Law Students
17	Tuesday.....	Classes Resume for Undergraduate and Graduate Students
30	Monday	Last Day Division Classes Last Evening Division Classes

May 1

Monday-Thursday.....	Continued Early Registration
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May

1	Tuesday.....	Last Law School Classes
1-7	Tuesday-Monday.....	Evening Division Examinations
2-8	Wednesday-Tuesday.....	Day Division Examinations
3-15	Thursday-Tuesday	Law School Examinations
13	Sunday.....	University Baccalaureate Mass
14	Monday	Commencement for Colleges of Arts and Sciences, Music, Business Administration, City College, and Graduate Division
18	Wednesday	Law School Baccalaureate Mass
19	Thursday	Law School Commencement

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